City of Ramsey
Agenda
Regular City Council
Tuesday, December 10, 2024
7:00 pm
Council Chambers, 7550 Sunwood Drive NW

Remote Attendance available at www.cityoframsey.com/meetings.
Those joining remotely and requesting to speak are asked to use a webcam when speaking.

1. Call to Order

2. Presentation

1. Recognize Mayor Mark Kuzma and Councilmembers Chelsee Howell, Debra Musgrove and Matt Woestehoff for their Service to the City of Ramsey.

3. Citizen Input

Citizen input is an opportunity for the public to address the City Council concerning items not listed on the agenda. Please raise your hand to be recognized by the Mayor or member officiating the meeting. Approach the podium and state your full name and address for the record. Time may be limited.

4. Approve Agenda

5. Approve Minutes

1. Approve the Following Meeting Minutes:

1. City Council Work Session dated November 26, 2024
2. City Council Regular Session dated November 26, 2024

6. Consent Agenda

All items listed under the Consent Agenda are considered to be routine or non-controversial by the City Council and will be enacted by one motion, without discussion.

1. Receive Cash and Investments for Period Ending November 30, 2024

2. Note the following Boards, Commissions, and Committee Meeting Minutes:
- Planning Commission Meeting Minutes Dated October 24, 2024
- Economic Development Authority Meeting Minutes Dated October 10, 2024
- Public Works Committee Meeting Minutes Dated October 15, 2024
- Park and Recreation Commission Meeting Minutes Dated October 10, 2024

3. Approve Business License Applications (includes 2025 Business License Renewals)

4. Authorization to Promote an Mechanic to Lead Auto Mechanic

5. Adopt Resolution #24-365 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 21, 2024 through December 4, 2024.

6. Adopt Resolution #24-350 Establishing Precinct and Polling Locations for the 2025 Election Year

7. Adopt Resolution #24-351 Approving Partial Payment to Twin Cities Utilities, LLC for Improvement Project #24-04, Ford Brook Estates Drainage Improvements.

8. Adopt Resolution #24-352 Approving Final Payment to Sir Lines-A-Lot for Improvement Project #24-10, 2024 MSA Pavement Marking Improvements.

9. Adopt Resolution #24-354 Decertifying Tax Increment Financing District #9

10. Adopt Resolution #24-355 Approving Plans and Specifications and Authorizing Advertisement for Bids for MSA Sunwood Drive Reconstruction, Improvement Project #25-02

11. Adopt Resolution #24-356 Adopting 2025 Enterprise Fund Budgets

12. Adopt Resolution #24-357 Approving Natural Resource Improvement Grant Agreement with Anoka Conservation District for Improvement Project #25-01, Rivers Bend Regional Stormwater Improvements

13. Adopt Resolution #24-358 Approving Stormwater Management Facilities Maintenance Policy

14. Adopt Resolution #24-359 Approving Trail and Sidewalk Maintenance Policy

15. Adopt Resolution #24-360 Approving Partial Payment to Northdale Construction Co. Inc. for Improvement Project #21-08, WTP Trunk Watermain Improvements.

16. Adopt Resolution #24-362 authorizing partial payment No. 3 to Kurilla Contracting for Improvement Project #24-54; The Waterfront Improvement.

17. Adopt Resolution #24-363 to Approve the Updated Personnel Policy

7. Public Hearing

1. PUBLIC HEARING - Adopt Resolution #24-353 Adopting the City's 2025-2034 Capital Improvement Plan (CIP)

8. Council Business

9. Mayor/Council/Staff Input

10. Adjournment

CC Regular Session

Meeting Date: 12/10/2024

Primary Strategic Plan Initiative: Not Applicable

Title:

Recognize Mayor Mark Kuzma and Councilmembers Chelsee Howell, Debra Musgrove and Matt Woestehoff for their Service to the City of Ramsey.

Purpose/Background:

The purpose of this presentation is to recognize Mayor Mark Kuzma and Councilmembers Chelsee Howell, Debra Musgrove and Matt Woestehoff for their service to the City of Ramsey.

Mayor Mark Kuzma has served the City of Ramsey since 2013, when he was elected to the City Council Ward #2 seat in the 2012 General election and took office on January 2, 2013. He was elected as Ramsey's Mayor in the 2020 General election. This term officially ends when the new Mayor takes office on January 6, 2025.

Councilmember Chelsee Howell was elected to the City Council At-Large seat in the 2020 General election. She took office on January 6, 2021, and will serve until the new Councilmember takes office on January 6, 2025.

Councilmember Debra Musgrove was elected to the City Council Ward #4 seat in the 2018 Special election. She took office on November 26, 2018, and will serve until the new Councilmember takes office on January 6, 2025.

Councilmember Matt Woestehoff was elected to the City Council Ward #2 seat in the 2020 General election. He took office on January 6, 2021, and will serve until the new Councilmember takes office on January 6, 2025.

The City Council and staff would like to thank Mayor Mark Kuzma and Councilmembers Chelsee Howell, Debra Musgrove and Matt Woestehoff for their service to the City of Ramsey, and to wish them well in their future endeavors.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	12/05/2024 09:54 AM
Form Started By: Katie Schmidt		Started On: 12/04/2024 09:15 AM
Final Approval Date: 12/05/2024		

CC Regular Session

Meeting Date: 12/10/2024

Primary Strategic Plan Initiative: Enhance City's communication through transparency and accountability.

Title

Approve the Following Meeting Minutes:

1. City Council Work Session dated November 26, 2024
2. City Council Regular Session dated November 26, 2024

Purpose/Background:

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

Background: Attached are the meeting minutes referenced above.

Recommendation:

Approve the meeting minutes.

OutcomeAction:

Motion to approve the following Council meeting minutes:

1. City Council Work Session dated November 26, 2024
2. City Council Regular Session dated November 26, 2024

Attachments

11-26-24 CCWS

11-26-24 Meeting

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	12/05/2024 03:04 PM
Form Started By: Kathy Schmitz		Started On: 12/03/2024 08:27 AM
Final Approval Date: 12/05/2024		

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, November 26, 2024, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Chelsee Howell (attended remotely)
Councilmember Debra Musgrove
Councilmember Michael Olson
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Matt Woestehoff

Also Present: City Administrator Brian Hagen
Administrative Services Director Colleen Lasher
Planning Manager Todd Larson
City Attorney Fritz Knaak
City Clerk Katie Schmidt
City Engineer/Public Works Director Bruce Westby
Police Chief Brad Bluml

1. CALL TO ORDER

Mayor Kuzma called the City Council Work Session to order at 5:30 p.m.

2. TOPICS FOR DISCUSSION

2.01: Discuss Update on Anoka County Elections JPA

City Clerk Schmidt reviewed the Staff report in regard to the Anoka County Elections JPA. She shared that Anoka County Elections Manger Tom Hunt and the County Attorney's Office was supposed to be in attendance tonight; however, they wanted to wait to discuss the JPA with cities until they could discuss it with their new Board Members.

Councilmember Woestehoff noted that there is not much they can discuss without Mr. Hunt and the County Attorney's Office present.

Councilmember Musgrove stated that based on the case it seems as though the County will be keeping the pollpads and bringing them back for the next election. She asked if they would need a JPA with the County for the equipment.

City Clerk Schmidt explained the agreement that was terminated at the last Council meeting was just in regard to the pollpads. She noted that all other equipment is enclosed in the agreement that was not terminated.

Councilmember Musgrove stated she would like to discuss with the County the idea of the County keeping possession of the equipment and only bringing the equipment when it is needed.

City Attorney Knaak shared that in the current JPA, the pollpads would be included. He noted that they can modify the agreement if they would like. He stated that if no changes are made to the agreement, the pollpads will be governed by the JPA.

City Clerk Schmidt explained that it would not be ideal for the equipment to be dropped off the morning of the election as the judges have to get the equipment going right away at 6:00 a.m.

Councilmember Musgrove suggested having the agreement ask that the equipment be dropped off a day before the election.

The consensus of the Council was to table this discussion until Mr. Hunt and the County Attorney's Office were present.

2.02: Discuss Polling Locations

City Clerk Schmidt reviewed the Staff report concerning polling locations.

Councilmember Musgrove shared her concern with the disparity in the number of voters from Ward 3, Precinct 1 and Ward 3, Precinct 2. She noted that while she does not disagree with changing polling locations; however, she thinks that these two precincts warrant a look at where the boundaries are for the sizes. She added that she agrees with using St. Katharine Drexel as she has heard good things about using this facility.

Councilmember Woestehoff asked if they are only allowed to change ward numbers every ten years.

City Clerk Schmidt said yes. She noted that they could change precinct lines if they wanted by sending a notice before December 1 the year before a General Election year.

Councilmember Riley said he is supportive of the proposed changes.

Councilmember Specht suggested having signage at polling locations that have changed to make it easier to find the new locations.

The consensus of the Council was to move forward with the proposed changes to polling locations.

2.03: Review Final Draft of Lower Rum River Watershed Management Organization Joint Powers Agreement

City Engineer/Public Works Director Westby reviewed the Staff report in regard to the final draft of the Lower Rum River Watershed Management Organization JPA.

Councilmember Musgrove thanked the Council for taking the time to look through this. She added that the questions that they asked have been addressed in regard to the City. She noted that the Board did not have any further comments on the changes that they adopted.

The consensus of the Council was to move forward with the final draft of the Lower Rum River Watershed Management Organization JPA.

2.04: Finalize Discussions Regarding Proposed Updates to the Personnel Policy

Administrative Services Director Lasher reviewed the Staff report concerning the proposed updates to the personnel policy. She asked if the Council would like the proposed shorter version of the protected classes in regard to discrimination or if they would like it spelled out entirely as defined.

There was consensus of the Council to use the shorter version of the language.

Administrative Services Director Lasher noted that they had started the discussion around advancing five vacation days to employees on the front end of their employment. She noted that this change did not make it into the contract negotiations. She asked if the Council has an alternative to this.

Councilmember Woestehoff asked how often something like this would actually occur.

Administrative Services Director Lasher said this could possibly happen in the Public Works Department once every other year.

Councilmember Woestehoff noted that even though this may be awkward to administer, it seems like a reasonable risk based on the low opportunity of something like this happening.

Administrative Services Director Lasher asked if they would like to keep the language to not allow vacation payout in the first year.

There was consensus of the Council to keep the language as is and not allow vacation pay out in the first year of service.

Administrative Services Director Lasher noted they had a lot of discussion around the floating holiday and removing this as an eligible holiday given that Juneteenth is now a holiday. She shared that all four union contracts were able to keep the floating holiday in addition to Juneteenth. She noted the floating holiday is still included in the personnel policy as they typically have the same benefits across all employee groups when it comes to holidays.

Councilmember Specht asked how many employees are not a part of a union.

Administrative Services Director Lasher said it is around 40 employees.

Councilmember Specht asked if it was in the budget to give these non-union employees the floating holiday.

Administrative Services Director Lasher said yes.

Councilmember Riley said if they do not remove the floating holiday now he does not know how they would be able to remove it later.

Mayor Kuzma stated that if they are giving this holiday to the union employees then they should give it to the non-union employees as well.

Councilmember Woestehoff shared that he is in favor of keeping the floating holiday for consistency purposes.

Councilmember Olson stated that while he understands Councilmember Riley's point, he does not think they need to remove the floating holiday at this time.

There was consensus of the Council to keep the floating holiday for all non-union employees.

Administrative Services Director Lasher shared that when a paid on-call firefighter signs up and works a holiday, it is paid as time and a half. She noted this has been the practice for the paid on-call firefighters; however, it was never written down in the policy.

Councilmember Musgrove said she is in favor of adding this to the personnel policy to solidify things for Staff. She added that this will also help with budgeting. She asked if they came to a consensus on whether the paid on-call firefighters would have a COLA increase.

Administrative Services Director Lasher stated they are getting a rate adjustment; however, she does not believe that they settled on a COLA.

Councilmember Musgrove noted that it is important that the future Council continue to have this discussion.

There was a consensus of the Council to add the official language for pay for on-call firefighters on holidays.

Administrative Services Director Lasher reviewed the changes to the conflict of interest section of the policy.

Councilmember Woestehoff shared that he likes the proposed changes. He asked if appointment Board and Commission Members are included in this.

Administrative Services Director Lasher said she would like to include Board and Commission Members.

There was consensus of the Council to move forward with the proposed changes to the conflict of interest section of the policy.

Administrative Services Director Lasher shared that they have had previous discussions about allowing Staff members to get hotel rooms if they are traveling outside of the metro area for a job-related training or event for multiple days or if they are traveling and severe weather conditions do not allow them to travel.

Councilmember Woestehoff stated that he would be in favor of removing the language around any county outside of the seven-county metro area and just sticking to the 40-mile distance as the distance seems more appropriate.

Councilmember Riley asked if they should add something to this section around needing approval from a department head or City Administrator.

Administrative Services Director Lasher said they could add language around approval. She noted that in the event someone was not able to get ahold of their department head or the City Administrator, they could still get the hotel room for themselves and seek reimbursement later.

The consensus of the Council was to remove the language concerning the seven-county metro from this section and adding needing approval from a department head or the City Administrator.

Administrative Services Director Lasher shared that IT Manager Frederickson made additions to the policy in regard to the cloud infrastructure as a definition. She noted that the cloud is also referenced throughout the policy as it applies.

Councilmember Musgrove asked about the comments on policy for social networking on City equipment.

Administrative Services Director Lasher shared that IT Manager Frederickson added these comments. She explained that this is already covered by the League of Minnesota Cities language provided. She said she can get further clarification on this to ensure that the change is put through on the final policy for approval.

Councilmember Howell stated she does not support using City-owned equipment for personal uses on social media. She said she would like to see this be restricted in the policy.

Councilmember Woestehoff said he would not want to limit someone from using their City equipment to check their personal bank account or something of a similar nature. He stated he understands the concerns around social media being accessed on City equipment; however, he would not want to ban the use of personal use altogether.

Councilmember Specht noted that most people would be able to check things like their bank account on their cell phones. He said he sees both sides of this argument.

Councilmember Woestehoff shared that the larger concern if they were to lock down certain websites or uses is that sometimes restricting personal use on City equipment causes City-related things to be done on personal devices. He noted it would be more secure to allow employees to be able to access personal accounts on their City computer rather than having City information on personal devices. He added this is mostly about the users of City equipment having good behaviors.

Councilmember Musgrove stated she would be supportive of restricting personal use of City equipment. She explained that Staff is paid for by taxpayer dollars and she does not support using City funded devices for personal use.

Councilmember Specht suggested strongly discouraging personal use on City equipment while understanding that every once in a while, employees may need to access something personal on their work device.

Councilmember Woestehoff asked Staff how they felt about this.

City Administrator Hagen shared that there are times when using a work computer to do something small makes more sense, such as emailing your child's school, which would be done only on occasions. He noted that if an employee is sitting on their work computer during the workday and doing a lot of personal things, they would be able to figure that out in the production of someone's work. He said he does not see an issue with an occasional personal email being sent or a bank account check. He agreed with having language around strongly discouraging personal use of City equipment.

Police Chief Bluml shared that work devices are tracked and can be audited. He noted that this comes down to trust.

Councilmember Specht asked if there are any bandwidth issues that they could run into if multiple employees are streaming things at the same time.

Administrative Services Director Lasher shared that this has never been an issue so she can only assume that they do not have a bandwidth issue.

Police Chief Bluml asked if there is training for new employees on IT practices.

City Administrator Hagen shared that limited Staff members have access to City social media sites and there is no formal training for this. He added that all new employees get a copy of the personnel policy and have to sign off on this.

Administrative Services Lasher explained that they also have some resources on file storage, naming, and usage that is given to employees when they are hired.

There was consensus of the Council to add language that discourages personal uses on City equipment.

The consensus of the Council was to move forward with all of the proposed and discussed changes to the personnel policy.

2.05: Review Draft Rental Housing Licensing Inspections Policy

Planning Manager Larson reviewed the Staff report in regard to changes to the rental housing licensing inspection policy. He shared examples of the kind of issues they are discovering during inspections.

Councilmember Riley asked if all tax numbers and Social Security numbers that the City collects on these landlords are passed on to the Department of Revenue.

Planning Manager Larson explained that at the end of every year, they report the tax numbers and Social Security numbers to the State, as they do with any other business license.

Councilmember Musgrove stated that she likes the first sentence about the rationale for tenants but recommended striking the rest and replacing it with a statement that says renters are obligated to inform their landlord as part of their contract regarding any damage or problems at the property.

Planning Manager Larson stated this same rationale could be applied to the other sections that renters have their own obligations and responsibilities.

Councilmember Musgrove said the rationale for the policy would just be the first sentence in that case.

Councilmember Howell agreed. She added that in the third section of the rationale section, she would recommend striking the first sentence that states that homeowners tend to be more invested in their neighborhoods than renters.

Councilmember Woestehoff asked if this is meant to be an internal policy.

City Administrator Hagen said yes, for the most part. He explained that as they work through various policies, the ones that do need to be public facing on the website will be put there and this one will likely go on at least the rental licensing page of the website.

Councilmember Woestehoff asked Councilmember Musgrove why she is in favor of striking everything after the first sentence is the first section under rationale.

Councilmember Musgrove explained that they are establishing a policy and not determining a tenant's feelings. She said this policy is to inform people what the City will be doing.

Councilmember Howell noted that the first sentence is very objective while the rest of the section is slightly subjective. She stated a policy should be neutral with all of the parties involved while still trying to implement best practices.

Councilmember Riley agreed that the sentence around tenants not feeling comfortable to let their landlord know about any damages or repairs needed could be removed from the first section; however, the rest of the section is fine to stay. He added that he also thinks the first sentence in section 3 of the rationale section can be removed.

Planning Manager Larson explained that the first section langage is a combination of language he found in other city's policies. He stated these are not rationales for the policy, but for the program.

Councilmember Musgrove said the first sentence of the first section covers the rationale for the program and the others are subjective and she does not feel as though they are warranted in a policy.

There was consensus of the Council was to strike all sentences after the first one in section one under rationale and strike the first sentence under section three under rationale.

Councilmember Musgrove asked if they want to keep the same definition for a property manager as what they have with the inspection license requirement.

Planning Manager Larson explained that when the inspector is completed, a responsible party needs to be present.

Councilmember Musgrove stated that in previous discussions they concluded that only the property managers would need to have a background check per State statute.

Planning Manager Larson shared that most rental properties in the City were inspected this year and the inspector feels confident that a majority of them could move to a three-year inspection schedule.

Councilmember Riley said he likes the idea of having the properties inspected every three years if the first inspection goes well. He shared concerns with there being no definition of what minimal versus several findings during the inspection would include.

Planning Manager Larson explained that they did not want to quantify these things as different issues vary in their severity. He added that the inspector has done a great job at determining what is a minimal issue versus a major issue. He noted they have not found many things that are major issues.

Councilmember Riley suggested having a part of the inspection form what will be needed to address any issues found.

Councilmember Howell agreed. She stated that people like to know where they stand and like things to be defined. She suggested including definitions of different types of issues.

Councilmember Woestehoff asked if the issues that have been discussed so far during the inspections have been major or minor issues.

Planning Manager Larson explained that they found some ceiling damage and suspected growths which would be major concerns. He stated things like issues with the water heater and deck boards would be more minor issues. He shared that major issues are issues that require reinspections while minor issues do not. He explained that a form will be left behind at each inspection letting the tenant know what issues had been found.

Councilmember Musgrove suggested having this form be an appendix to the policy.

Councilmember Woestehoff asked if there is more robust information that is presented to the property owner of the findings.

Planning Manager Larson explained that the inspector writes up a whole report outlining what things passed and what things failed.

Councilmember Olson suggested having examples of different kinds of issues and how they are classified for the tenants to reference and be able to understand.

Councilmember Musgrove suggested removing the section around the inspector's lunch break as they can just schedule around a lunch break and is just an internal item.

Planning Manager Larson explained that when the inspector is inspecting a whole apartment building, the whole day is blocked out for just that building and there have been a few issues with not having a lunch break built into the day.

The consensus of the Council was to move forward with the discussed and proposed changes to the rental housing licensing inspection policy and to table this for further discussion at an upcoming Work Session.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Noted.

4. MAYOR / COUNCIL / STAFF INPUT

None.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 6:53 p.m.

Respectfully submitted,

_____

Brian S. Hagen
City Administrator

ATTEST:

_____
Katie M. Schmidt
City Clerk

Drafted by Ava Major
TimeSaver Off Site Secretarial, Inc.

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CITY COUNCIL
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey City Council conducted a regular meeting on Tuesday, November 26, 2024, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Chelsee Howell (attended remotely)
Councilmember Debra Musgrove
Councilmember Michael Olson
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Matt Woestehoff

Members Absent: None

Also Present: City Administrator Brian Hagen
Planning Manager Todd Larson
City Attorney Fritz Knaak
Finance Director Diana Lund
City Clerk Katie Schmidt
Economic Development Manager Sean Sullivan

1. CALL TO ORDER

Mayor Kuzma called the regular meeting of the Ramsey City Council to order at 7:00 p.m., followed by the Pledge of Allegiance led by Mayor Kuzma.

2. PRESENTATION

2.01: Swearing-in and Pinning Ceremony for Incoming Police Chief Brad Bluml

City Administrator Hagen introduced the new Police Chief, Brad Bluml and gave a brief background on Mr. Bluml. He shared his excitement for Mr. Bruml to be stepping into this role.

Police Chief Bluml recited the Oath of Office and was sworn in as Police Chief. He introduced himself and thanked everyone in his life, as well as the residents of Ramsey, for supporting him.

3. CITIZEN INPUT

None.

4. APPROVE AGENDA

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

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Riley	aye
Councilmember Howell	aye
Councilmember Olson	aye
Councilmember Specht	aye
Councilmember Woestehoff	aye
Mayor Kuzma	aye

Motion carried.

5. APPROVE MINUTES

Councilmember Woestehoff noted that for item 8.05 of the Regular Session minutes they made the motion before hearing the case.

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to approve the following meeting minutes with the above amendment:

5.01: City Council Work Session dated, November 12, 2024
5.02: City Council Regular Session dated, November 12, 2024
5.03: City Council Canvassing Board dated, November 14, 2024

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Riley	aye
Councilmember Howell	aye
Councilmember Olson	aye
Councilmember Specht	aye
Councilmember Woestehoff	aye
Mayor Kuzma	aye

Motion carried.

6. CONSENT AGENDA

Councilmember Musgrove noted that for item 6.02, there are two dates listed for the public hearing, December 10 and 11. She shared that December 10 is the correct date for this public hearing.

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to approve the following items on the Consent Agenda with the above clarification:

6.01: Receive October 2024 Financial Reports - General Fund, EDA and Enterprise Funds
6.02: Schedule Public Hearing for Adoption of 2025-2034 Capital Improvement Plan
6.03: Authorization to Hire Paid-on-call Firefighters
6.04: Adopt Resolution #24-348 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 7, 2024 through November 20, 2024.
6.05: Adopt Resolution #24-245 Approving Final Payment to Asphalt Surface Technologies Corp. for Improvement Project #23-04; 167th Avenue Reconstruction.
6.06: Adopt Resolution #24-306 Authorizing Final Payment to RCM Specialties, Inc. for 2024 Spray Patching Contracted Services, Improvement Project #24-57.
6.07: Adopt Resolution #24-307 Authorizing Partial Payment No. 1 to Design Electric Inc. of St. Cloud, Minnesota for Improvement Project #24-56, Lift Station No. 1 Permanent Generator.
6.08: Adopt Resolution #24-319 Approving Partial Payment #1 to Douglas-Kerr Underground, LLC for Improvement Project #25-01, Rivers Bend Regional Stormwater Improvements.
6.09: Adopt Resolution #24-320 Authorizing Partial Payment #17 to Magney Construction, Inc. for Improvement Project #21-09; Centralized Water Treatment Plant.
6:10: Adopt Resolution #24-323 Approving Partial Payment to Douglas-Kerr Underground, LLC for Improvement Project #23-19, The COR Infrastructure Improvements.
6:11: Adopt Resolution #24-324 Approving Partial Payment to GMH Asphalt Corporation for Improvement Project #24-03, 2024 NE Ramsey Street Reconstruction.
6:12: Adopt Resolution #24-325 Approving Partial Payment to Twin Cities Utilities LLC for Improvement Project #24-04, Ford Brooks Estates Drainage Improvements.
6:13: Adopt Resolution #24-326 Approving the 2025-2026 LELS Captain Contract
6:14: Adopt Resolution #24-327 Approving the 2025-2026 LELS Sergeant Labor Agreement
6:15: Adopt Resolution #24-328 Approving the 2025-2026 LELS Patrol Labor Agreement
6:16: Adopt Resolution #24-329 Approving Partial Payment #7 to Northdale Construction Co. Inc. for Improvement Project #21-08, WTP Trunk Watermain Improvements.
6:17: Adopt Resolution #24-330 Approving Partial Payment #1 to Park Construction Company for Improvement Project #24-06, 2024 MSA Pavement Overlay Improvements.
6:18: Adopt Resolution #24-331 Amending Financial Policy for Purpose of Allocation of Excess/Deficient General Fund Revenues
6:19: Adopt Resolution #24-332 Not Waiving Statutory Tort Limits
6:20: Adopt Resolution #24-333 Adopting the 2025 Parking Ramp Maintenance Budget and Adopt Resolution #24-334 Allocating the Parking Ramp Maintenance Costs per the Adopted 2025 Budget
6:21: Adopt Resolution #24-338 Ordering Plans and Specifications for MSA Sunwood Drive Reconstruction, Improvement Project #25-02
6:22: Adopt Resolution #24-339 Ordering Plans and Specifications for MSA Alpine Drive Reconstruction, Improvement Project #25-03
6:23: Adopt Resolution #24-340 Ordering Plans and Specifications for High Point Street Reconstructions, Improvement Project #25-05

6:24: Adopt Resolution #24-341 Ordering Plans and Specifications for Sorteberg's Street Reconstructions, Improvement Project #25-06
6:25: Adopt Resolution #24-342 Ordering Plans and Specifications for 2025 Neighborhood Pavement Overlay Improvements, Improvement Project #25-07
6:26: Adopt Resolution #24-343 Ordering Plans and Specifications for 2025 Crack Seal Improvements, Improvement Project #25-09
6:27: Adopt Resolution #24-344 Ordering Plans and Specifications for 2025 Pavement Rejuvenation Improvements, Improvement Project #25-10
6:28: Adopt Resolution #24-345 Ordering Plans and Specifications for 2025 MSA Pavement Marking Improvements, Improvement Project #25-11
6:29: Adopt Resolution #24-346 Authorizing the City's 2025 Non-Union City Health and Dental Insurance Contributions and Wages
6:30: Adopt Resolution #24-347 Approving the 2025-2026 Union Contract with AFSCME
6:31: Adopt Resolution #24-349 Approving 2025-2034 Lower Rum River Watershed Management Organization Joint Powers Agreement

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Riley	aye
Councilmember Howell	aye
Councilmember Olson	aye
Councilmember Specht	aye
Councilmember Woestehoff	aye
Mayor Kuzma	aye

Motion carried.

7. PUBLIC HEARING

7.01: PUBLIC HEARING: Adopt Ordinance #24-16: 2025 Schedule of Rates, Fees and Charges

Presentation

City Clerk Schmidt reviewed the Staff report in regard to the 2025 schedule of rates, fees, and charges.

Public Hearing

Mayor Kuzma called the public hearing to order at 7:16 p.m.

Citizen Input

There was none.

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

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Riley	aye
Councilmember Howell	aye
Councilmember Olson	aye
Councilmember Specht	aye
Councilmember Woestehoff	aye
Mayor Kuzma	aye

Motion carried.

The public hearing was closed at 7:17 p.m.

Council Business

Motion by Councilmember Riley, seconded by Councilmember Olson, to waive the City Charter Requirement that the Ordinance be read aloud and Adopt Ordinance #24-16: 2025 Schedule of Rates, Fees and Charges.

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Riley	aye
Councilmember Howell	aye
Councilmember Olson	aye
Councilmember Specht	aye
Councilmember Woestehoff	nay
Mayor Kuzma	aye

Motion carried.

7.02: PUBLIC HEARING: 2025 Tax Levies and General Fund Budget

- **Adopt Resolution #24-335 Adopting the 2024, Payable 2025 Municipal Tax Levy**
- **Adopt Resolution #24-336 Adopting the 2025 General Fund Budget**
- **Adopt Resolution #24-337 Adopting the 2025 Economic Development Authority (EDA) Budget**

Presentation

Finance Director Lund reviewed the Staff report concerning the 2025 tax levies and general fund budget.

Public Hearing

Mayor Kuzma called the public hearing to order at 7:37 p.m.

Citizen Input

There was none.

Motion by Councilmember Musgrove, seconded by Councilmember Olson, to close the public hearing.

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Riley	aye
Councilmember Howell	aye
Councilmember Olson	aye
Councilmember Specht	aye
Councilmember Woestehoff	aye
Mayor Kuzma	aye

Motion carried.

The public hearing was closed at 7:38 p.m.

Council Business

Motion by Councilmember Woestehoff, seconded by Councilmember Riley, to Adopt Resolution #24-335 Adopting the 2024, Payable 2025 Municipal Tax Levies (General, Pavement Management, EDA and debt service) in the amount of $21,950,694.

A roll call vote was performed:

Councilmember Musgrove	nay
Councilmember Riley	aye
Councilmember Howell	nay
Councilmember Olson	aye
Councilmember Specht	nay
Councilmember Woestehoff	aye
Mayor Kuzma	aye

Motion carried.

Motion by Councilmember Woestehoff, seconded by Councilmember Riley, to Adopt Resolution #24-336 Adopting the 2025 General Fund Budget in the amount of $20,373,610.

A roll call vote was performed:

Councilmember Musgrove	nay
Councilmember Riley	aye
Councilmember Howell	nay
Councilmember Olson	aye
Councilmember Specht	nay
Councilmember Woestehoff	aye
Mayor Kuzma	aye

Motion carried.

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to Adopt Resolution #24-337 Adopting the 2025 EDA Budget in the amount of $91,367.

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Riley	aye
Councilmember Howell	aye
Councilmember Olson	aye
Councilmember Specht	aye
Councilmember Woestehoff	aye
Mayor Kuzma	aye

Motion carried.

8. COUNCIL BUSINESS

8.01: Adopt Ordinance #24-15 Amending Chapter 26 Pertaining to Rental Housing Licensing Requirements (Crime-Free Housing Program)

Planning Manager Larson reviewed the Staff report in regard to the amendments to the rental housing licensing requirements.

Motion by Councilmember Howell seconded by Councilmember Musgrove, to waive the City Charter requirement to read the ordinance aloud and adopt Ordinance #24-15 amending Chapter 26.

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Riley	aye
Councilmember Howell	aye
Councilmember Olson	aye
Councilmember Specht	aye

Councilmember Woestehoff aye
Mayor Kuzma aye

Motion carried.

8.02: Adopt Ordinance #24-14 Pertaining to Residential Driveways

Planning Manager Larson reviewed the Staff report concerning residential driveways. He shared the Planning Commission's recommendation of denial of the amendment to the ordinance.

Mayor Kuzma shared that he does not feel as though this is a good ordinance and will not be supporting it. He stated he believes there should be a distance setback for driveways from property lines.

Councilmember Woestehoff shared that he had a conversation with Councilmember-Elect Stewart on this matter and they discussed how future developments could take advantage of something like this to cut costs. He said he has some real concerns with what this could allow developers to do. He added that there are already legal mechanisms for people to apply for variances and get exceptions to that rule where they fit. He stated he is very nervous about having no setbacks and what this could do to future communities. He noted that he thinks there will be negative ramifications greater than what they are considering. He said a three-foot setback could be reasonable; however, he does not see zero-foot setbacks as reasonable.

Councilmember Specht said he is in favor of this as he has heard from many residents that they have the desire to use their entire property. He added that Coon Rapids has this requirement and it has not been an issue for them. He said he will be supporting this.

Councilmember Woestehoff noted that at one point there was a discussion about the potential need for encroachment agreements. He asked if there is a concern with this from a Staff perspective.

Planning Manager Larson explained that most of the lots in Ramsey are platted with a drainage and utility easement that is on all sides of the property. He noted that in the cases of the variances that the Planning Commission reviewed, these also included structures, and the structures are what needed the encroachment agreement. He stated there are clauses in the Zoning Code that state what things can be in easements without needing an encroachment agreement, one of which being driveways.

Motion by Councilmember Musgrove, seconded by Councilmember Specht, to waive the City Charter requirement to read the ordinance aloud and adopt Ordinance #24-14 pertaining to residential driveways.

A roll call vote was performed:

Councilmember Musgrove aye
Councilmember Riley nay
Councilmember Howell aye

Councilmember Olson	aye
Councilmember Specht	aye
Councilmember Woestehoff	nay
Mayor Kuzma	nay

Motion carried.

8.03: Adopt Ordinance #24-17 Implementing Lodging Tax

Community Development Manager Sullivan reviewed the Staff report in regard to the implementation of a lodging tax.

Councilmember Musgrove asked about section 27.14 which states that 95% of the proceeds will go to the Twin Cities Gateway and 5% goes to the City. She asked if the 95% goes exclusively towards Ramsey or if it is a relative number that is mixed with other funds.

Economic Development Manager Sullivan shared that the 95% is not strictly allocated to Ramsey and that it will go to the Twin Cities Gateway for the funds to be used in accordance with the market spend.

Councilmember Musgrove stated she was glad to see that there will be annual reporting for this. She noted that when she read this, 95% said it will be used to promote the City, and the City is defined as just the City of Ramsey.

Economic Development Manager Sullivan shared that the Twin Cities Gateway represents 13 different cities and there are many events in other cities that the Twin Cities Gateway will help market and cities nearby have rooms available for these events. He added that they also do marketing for any other City events, such as Happy Days, GameFair, or other events that will help dollars be spent in the City. He noted that in the annual report, they will get to see how 95% of the funds were actually spent.

City Attorney Knaak noted that the definition does appear to be somewhat ambiguous in the way it is defining the City as Ramsey. He noted the agreement does not say that 95% of the funds will be used exclusively for the City; however, the City will benefit from spending the 95%. He shared that it is his understanding based on how this was presented to the Council that the City will receive whatever proportion of the 95% that Twin Cities Gateway chooses to use.

Economic Development Manager Sullivan shared that the Twin Cities Gateway marketing for the USA CUP in Blaine will make the event more successful and the City will benefit from this by having rooms booked at its hotels.

Councilmember Specht stated he is not in favor of raising taxes; however, this will help bring people to the area and promote the hotels. He added that the hotel owners are the ones who requested this and they want to support them.

Councilmember Riley reiterated that the hotel owners in the City are the ones who asked for this.

Motion by Councilmember Riley, seconded by Councilmember Woestehoff, to Adopt Ordinance #24-17 to Implement Lodging Tax.

A roll call vote was performed:

Councilmember Musgrove	nay
Councilmember Riley	aye
Councilmember Howell	nay
Councilmember Olson	aye
Councilmember Specht	aye
Councilmember Woestehoff	aye
Mayor Kuzma	aye

Motion carried.

8.04: Adopt Ordinance #24-18 Amending Chapter 58 Utilities Regarding the Declaration of a Critical Water Deficiency

City Administrator Hagen reviewed the Staff report concerning the declaration of a critical water deficiency and exempting watering of gardens for the use of food or medicinal purposes from any watering bans.

Motion by Councilmember Woestehoff, seconded by Councilmember Olson, to waive the City Charter requirements that the ordinance be read aloud and adopt Ordinance #24-18.

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Riley	aye
Councilmember Howell	aye
Councilmember Olson	aye
Councilmember Specht	aye
Councilmember Woestehoff	aye
Mayor Kuzma	aye

Motion carried.

9. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Hagen announced upcoming meetings and events.

Councilmember Specht shared how thankful he is to the residents for allowing him the honor of serving on the Council. He shared his thankfulness for Staff and his fellow Councilmembers. He wished everyone a Happy Thanksgiving.

Councilmember Musgrove shared that the Ramsey Garden Club did a great job of decorating the Winter Wonderland tree in the City Hall lobby. She thanked Councilmember Howell and Mayor Kuzma for all of the work that they did for the items on the Consent Agenda for negotiations with the unions. She thanked Administrative Services Director Lasher and Engineering Staff for all of their work on the Consent Agenda as well.

10. ADJOURNMENT

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

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Riley	aye
Councilmember Howell	aye
Councilmember Olson	aye
Councilmember Specht	aye
Councilmember Woestehoff	aye
Mayor Kuzma	aye

Motion carried.

The regular meeting of the City Council adjourned at 8:00 p.m.

Respectfully submitted,

_____
Brian S. Hagen
City Administrator

ATTEST:

_____
Katie M. Schmidt
City Clerk

Drafted by Ava Major
TimeSaver Off Site Secretarial, Inc.

A recording of this meeting is available for viewing online at www.qctv.org <http://www.qctv.org>. Recordings are available for 36 months after the date of the meeting.

CC Regular Session

Meeting Date: 12/10/2024

Primary Strategic Plan Initiative: Not Applicable

Title:

Receive Cash and Investments for Period Ending November 30, 2024

Purpose/Background:

Purpose: Receive reports of the city's cash and investments for the period ending November 30, 2024.

Cash and investment report shows the monthly cash flow - receipts and expenditures through November 30, 2024 with the current listing of the city's investment portfolio.

Recommendation:

No action required. Informational only.

Outcome/Action:

No action required. Informational only.

Attachments

Cash & Investments for Period Ending November 30, 2024

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	12/05/2024 09:51 AM
Form Started By: Diana Lund		Started On: 11/27/2024 08:04 AM
Final Approval Date: 12/05/2024		

CITY OF RAMSEY
REPORT OF POOLED CASH FLOWS
Period Ended November 30, 2024

	November-24 CURRENT MONTH	2024 YEAR-TO-DATE
CASH AND TEMPORARY INVESTMENTS		
BEGINNING BALANCE (Includes 2022 & 2023 Bond Proceeds)	$ 81,361,953.18	$ 106,429,330.67
CASH INFLOWS:		
Daily Deposit	464,231.28	12,485,485.77
Tax Settlements	-	12,366,269.25
U/B Receipts	731,536.56	2,440,256.53
Credit Cards (Includes Utility Billing)	1,521,908.82	7,208,250.52
Interest Earnings [Net of Interest Paid on Investments]	367,431.14	2,785,239.44
Bond Proceeds-int	-	64,262.35
TOTAL CASH INFLOW	$ 3,085,107.80	$ 37,349,763.86
TOTAL CASH AVAILABLE	$ 84,447,060.98	$ 143,779,094.53
CASH OUTFLOWS:		
Prepaid Checks	956,555.62	10,870,006.83
Bills Lists	1,079,127.62	13,516,762.40
Pay Estimates	2,679,701.61	33,096,125.10
Credit Cards	10,174.07	134,921.45
Payroll - Net	595,158.95	6,326,379.42
Flex Reimbursement	-	695.13
Void Checks/Dormant Checks Paid	(4,926.91)	(24,433.42)
Debt Service	362,681.25	1,087,403.85
Miscellaneous [Bank Charges; etc.]	271.50	2,916.50
TOTAL CASH OUTFLOW	$ 5,678,743.71	$ 65,010,777.26
POOLED CASH AND TEMPORARY INVESTMENTS ENDING BALANCE	**$ 78,768,317.27**	**$ 78,768,317.27**
MEMO - NET 2024 CASH INFLOW (OUTFLOW)	**(2,593,635.91)**	**(27,661,013.40)**
INVESTMENT PORTFOLIO SUMMARY		
BEGINNING BALANCE - BV	**$ 61,858,448.61**	**71,631,912.26**
Purchases	-	13,379,186.71
Maturities/Sales	(10,742,006.97)	(33,894,657.33)
ENDING BALANCE	**$ 51,116,441.64**	**$ 51,116,441.64**

Prepared by the City of Ramsey Finance Department
12/4/2024

2024 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2024	PURCH 2024	SOLD/ MATURE 2024	BV PRIN BAL 12/31/2024
240501	11/26/2024	4M	4M TERM SERIES				8,000,000.00	8,000,000.00	0.00
240731B	7/31/2025	4M	4M TERM SERIES				4,000,000.00	0.00	4,000,000.00
230804	4/30/2024	4M	4M TERM SERIES			10,000,000.00		10,000,000.00	0.00
									4,000,000.00
161114B	2/1/2024	Northland	ANDOVER MN TAX		034313-ZU-3	300,000.00		300,000.00	0.00
180730	10/1/2024	Northland	HUBBARD COUNTY TAX		443348-DG-9	100,000.00		100,000.00	0.00
201230	5/1/2025	Northland	FREEPORT NY TAX		356731-CA-5	300,000.00		0.00	300,000.00
190227	12/1/2025	Northland	COOK COUNTY SCHOOL DISTRICT		032879-TC-2	500,000.00		0.00	500,000.00
210625	7/15/2026	Northland	EAST LYME CONN TAX		273587-P3-3	200,000.00		0.00	200,000.00
191003A	12/1/2026	Northland	SCOTT BLUFF CTY SCHOOL DIST		810164-CQ-4	385,000.00		0.00	385,000.00
200113	3/1/2027	Northland	RICHLAND SCHOOL DISTRICT		764080-FT-9	165,000.00		0.00	165,000.00
200825A	8/1/2027	Northland	CENTINELA VALLEY CA HS		15239-RP-4	250,000.00		0.00	250,000.00
210401	12/1/2027	Northland	RUSH COUNTY KANSAS TAX		781834-D4-9	180,000.00		0.00	180,000.00
120308C	12/1/2027	Northland	SHOREWOOD WIS TAX		825230-LB-9	225,000.00		0.00	225,000.00
190402	2/1/2028	Northland	CLOQUET MN TAX		189036-PS-9	150,000.00		0.00	150,000.00
191016B	4/1/2028	Northland	COLUMBUS OH TAX		199492E339	285,000.00		0.00	285,000.00
211020A	7/15/2028	Northland	MOUNT HILLS TOWNSHIP SCHOOL		6215S3-E6-7	430,000.00		0.00	430,000.00
200914	8/1/2028	Northland	BURLESON TX IDS ZERO CPN		121403-4E6	500,000.00		0.00	500,000.00
120308D	12/1/2028	Northland	SHOREWOOD WIS TAX		825230-LC-7	465,000.00		0.00	465,000.00
200625	3/1/2029	Northland	LAWRENCE MASS TAX		520228-6Q-5	180,000.00		0.00	180,000.00
200923	7/15/2029	Northland	WILKINSBURGO BORO PA TAX		968529-JV-0	265,000.00		0.00	265,000.00
200825B	8/1/2029	Northland	CENTINELA VALLEY CA HS		15239-RR-0	270,000.00		0.00	270,000.00
210615	8/1/2030	Northland	MN STATE TAX		60412A-VP-5	500,000.00		0.00	500,000.00
									5,250,000.00
221014	1/12/2024	UBS	CD-ISRAEL DISCOUI	19977	465076TW7	244,000.00		244,000.00	0.00
190315	3/15/2024	UBS	CD-COMENITY CAPI	57570	20033AS31	245,000.00		245,000.00	0.00
190325	3/25/2024	UBS	CD-BANK HAPOALII	33686	06251AW48	245,000.00		245,000.00	0.00
200325	4/1/2024	UBS	NEW YORK HOUSING		6498833S2	500,000.00		500,000.00	0.00
190118C	5/22/2024	UBS	CD-CAPITAL ONE	4297	14042RLP4	245,000.00		245,000.00	0.00
190118C	5/22/2024	UBS	CD-CAPITAL ONE U!	33954	14042TAP2	245,000.00		245,000.00	0.00
161018	7/1/2024	UBS	SELMA ALA TAX		816459QV6	500,000.00		500,000.00	0.00
230131	9/30/2024	UBS	CD-PLANTERS BANI	34254	72741PGZ4	244,000.00		244,000.00	0.00
161026	10/1/2024	UBS	HONOLULU TAX		4386705W7	300,000.00		300,000.00	0.00
151023	10/1/2024	UBS	MADISON TAXABLE		55844RKN3	640,000.00		640,000.00	0.00
161208B	11/1/2024	UBS	MICHIGAN FIN AUTH REV		59447TJX2	250,000.00		250,000.00	0.00
221118	11/18/2024	UBS	CD-SALLLIE MAE	58177	795451CK7	243,000.00		243,000.00	0.00
191127	11/27/2024	UBS	CD-STATE BANK IN	33682	856285RS2	245,000.00		245,000.00	0.00
201119D	12/1/2024	UBS	WARREN HEIGHTS OH BUILDING		93612JW3	165,000.00		0.00	165,000.00
191107B	12/1/2024	UBS	CORPUS CHRISTI TEX TRANS		220228BK5	400,000.00		0.00	400,000.00
190418	12/5/2024	UBS	CD-DELTA NATION/	26633	2477RBD6	200,000.00		0.00	200,000.00
201218	12/18/2024	UBS	CD-TEXAS EXCHANGE		88241TJQ4	248,000.00		0.00	248,000.00
220419	3/1/2025	UBS	MARYLAND STATE COMM DEV TAX		57419RC78	750,000.00		0.00	750,000.00
230317	3/17/2025	UBS	CD-MANUFACTURE	588	5647595C3	243,000.00		0.00	243,000.00
230322	3/24/2025	UBS	CD-PINNACLE BANI	35583	72345SLG4	248,000.00		0.00	248,000.00
161114A	7/1/2025	UBS	LEXINGTON FAYETTE AIRPORT		52909MCA0	300,000.00		0.00	300,000.00
211223	8/1/2025	UBS	HAWAII STATE		41972YQ3	500,000.00		0.00	500,000.00
191101	8/1/2025	UBS	MASSACHUSETTS ST WATER		576051VFO	400,000.00		0.00	400,000.00
201119E	12/1/2025	UBS	WARREN HEIGHTS OH BUILDING		936121JX1	175,000.00		0.00	175,000.00
191122A	12/1/2025	UBS	WARRENSVILLE HEIGHTS OHIO		936121JM5	500,000.00		0.00	500,000.00
191105	3/1/2026	UBS	MARYLAND STATE COMM DEV		57419TDZ1	320,000.00		0.00	320,000.00
220519	3/15/2026	UBS	NEW YORK DEV		6500355P6	105,000.00		0.00	105,000.00
220316	3/16/2026	UBS	CD-GOLDMAN SACHS			245,000.00		0.00	245,000.00
201105	4/1/2026	UBS	PARAMUS NJ SCHOOL		699347LF5	500,000.00		0.00	500,000.00
200113	4/15/2026	UBS	PHILADELPHIA AUTHORITY-ZERO COUP		71781LBU2	300,000.00		0.00	300,000.00
201204	4/15/2026	UBS	LONG BEACH CITY SCHOOL DIS		542535LY3	750,000.00		0.00	750,000.00
210309	6/1/2026	UBS	BEVERLY HILLS CA PUB		088006KA8	300,000.00		0.00	300,000.00
191115A	7/1/2026	UBS	LEXINGTON FAYETEE URBAN COUNTY		52909MDR2	470,000.00		0.00	470,000.00
210630	7/15/2026	UBS	MICHIGAN CITY IND SCHOOL		594381HJ7	500,000.00		0.00	500,000.00
200326B	8/1/2026	UBS	SAN BERNARDINO COMM		79672ONA47	500,000.00		0.00	500,000.00
210514	10/1/2026	UBS	BOSSIER CITY LA UTIL		100216FZ8	500,000.00		0.00	500,000.00
201221	10/1/2026	UBS	LANCASTER OH SCHOOL DIST		514264FGO	1,675,000.00		0.00	1,675,000.00
210621	11/1/2026	UBS	REGIONAL TRANSPORTATION		759136VD3	500,000.00		0.00	500,000.00
191219B	11/1/2026	UBS	OPELIKA ALABAMA TAX		683489ZE1	400,000.00		0.00	400,000.00
191016A	12/1/2026	UBS	DENVER CITY & COUNTY HSG		24917NAG6	500,000.00		0.00	500,000.00
210311	1/1/2027	UBS	FORT LAUDERDALE FLA SPL		347622CW0	500,000.00		0.00	500,000.00
210408B	1/15/2027	UBS	APACHE COUNTY ARIZ		03743TAF9	590,000.00		0.00	590,000.00
200925	4/1/2027	UBS	WESTERN WASHINGTON UNIV		959878RJO	500,000.00		0.00	500,000.00
211206	5/1/2027	UBS	PIMA COUNTY AZ		72178JAF0	500,000.00		0.00	500,000.00
210308B	6/1/2027	UBS	RIO RANCHO NEW MEXICO TAX		767169EP6	580,000.00		0.00	580,000.00
191219A	6/1/2027	UBS	UNIVERSITY OF NORTHERN COLORADO		914733DY3	360,000.00		0.00	360,000.00
210302	8/1/2027	UBS	VISTA CA UNI SCHOOL		928346P45	1,050,000.00		0.00	1,050,000.00

2024 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2024	PURCH 2024	SOLD/ MATURE 2024	BV PRIN BAL 12/31/2024
210219	9/1/2027	UBS	VIRGINIA COLLEGE BLDG			500,000.00		0.00	500,000.00
210121	10/1/2027	UBS	MIAMI DADE COUNTY TAX		59333NV91	750,000.00		0.00	750,000.00
191022	10/1/2027	UBS	NEW YORK NY TAX		64966QEK2	500,000.00		0.00	500,000.00
160802	12/1/2027	UBS	TOOLE CITY UT TAX		89033RBU7	400,000.00		0.00	400,000.00
190725A	12/1/2027	UBS	WRIGHT COUNTY TAXABLE		982276BK2	630,000.00		0.00	630,000.00
210713	2/1/2028	UBS	TEXAS PUB FIN AUTHORITY		882669BW3	325,000.00		0.00	325,000.00
210430	6/1/2028	UBS	BEVERLY HILLS CA PUB		088006KC4	500,000.00		0.00	500,000.00
220207A	7/1/2028	UBS	PHOENIX AZ CIVIC		71883RRS4	165,000.00		0.00	165,000.00
210617A	7/1/2028	UBS	EL SEGUNDO CA PENSION		284035AG7	1,000,000.00		0.00	1,000,000.00
210408A	7/1/2028	UBS	PHOENIX AZ CIVIC		71884AH44	500,000.00		0.00	500,000.00
210930	8/1/2028	UBS	CHARTER OAKS CA		1612855D4	250,000.00		0.00	250,000.00
210301	8/1/2028	UBS	SAN JOSE CA FING AUTHO		79818186P30	1,000,000.00		0.00	1,000,000.00
201007	8/1/2028	UBS	SAN BERNARDINO CALIFORN UNIV TAX		796711H44	1,000,000.00		0.00	1,000,000.00
191108	8/1/2028	UBS	CORONA-NORCO CAL		219764SC2	405,000.00		0.00	405,000.00
210825B	8/15/2028	UBS	NEW HAMPSHIRE MUNI		64465QHA7	550,000.00		0.00	550,000.00
210825A	8/25/2028	UBS	CD-CELTIC BANK	57056	15118RWG8	245,000.00		0.00	245,000.00
210326	9/1/2028	UBS	CHINO CALIF PUB FING		169548FP4	615,000.00		0.00	615,000.00
200320	9/1/2028	UBS	PENNSYLVANIA UNIV TAX		709235P25	425,000.00		0.00	425,000.00
191212	10/1/2028	UBS	UNIVERSITY OF ALABAMA TAX		914745GG2	400,000.00		0.00	400,000.00
210224B	11/1/2028	UBS	WILL COUNTY ILL COMMUNITY		969078QN7	2,500,000.00		0.00	2,500,000.00
191024	2/1/2029	UBS	PULASKI COUNTY		745401EGO3	400,000.00		0.00	400,000.00
211231	3/15/2029	UBS	NEW YORK STATE URBAN DEV		650036AX4	500,000.00		0.00	500,000.00
220207B	4/1/2029	UBS	BAY AREA CA TOLL AUTHORITY		072024XF4	250,000.00		0.00	250,000.00
210113	5/1/2029	UBS	NYC TRANSITIONAL		64971XSZ2	1,000,000.00		0.00	1,000,000.00
210617B	6/1/2029	UBS	ORANGE COUNTY TAX		684184TC8	110,000.00		0.00	110,000.00
210308A	6/1/2029	UBS	RIO RANCHO NEW MEXICO TAX		767169ER2	500,000.00		0.00	500,000.00
200630A	7/1/2029	UBS	NEW YORK STATE DORM AUTH		64990GS86	430,000.00		0.00	430,000.00
200611	11/1/2029	UBS	VENTURA COUNTY CA		923078CZ0	400,000.00		0.00	400,000.00
210114	12/1/2029	UBS	FRANKLIN COUNTY OH		353174JE6	1,000,000.00		0.00	1,000,000.00
200324	3/1/2030	UBS	NEW YORK CITY TAXABLE		64966QJL5	500,000.00		0.00	500,000.00
211014	5/1/2030	UBS	ST. JOHN'S PUBLIC SCHOOL		790450HN3	550,000.00		0.00	550,000.00
210604	7/1/2030	UBS	FLORIDA STATE BOARD TAX		341271AF1	1,000,000.00		0.00	1,000,000.00
200921	7/1/2030	UBS	FLORIDA STATE REV BOND		341271AF1	500,000.00		0.00	500,000.00
210910	9/1/2030	UBS	BROWNSVILLE TX UTIL		1164753D4	1,000,000.00		0.00	1,000,000.00
101013	12/1/2030	UBS	HIDALGO COUNTY TEX TAX		429343BT3	500,000.00		0.00	500,000.00
201102	12/1/2030	UBS	XENIA OH COMM SCHOOL		984071CC2	720,000.00		0.00	720,000.00
210107	6/1/2031	UBS	SAN JOSE CA FING AUTHO		798153NL2	1,000,000.00		0.00	1,000,000.00
210111	6/1/2031	UBS	SAN JOSE CA FING AUTHO		798153NL2	320,000.00		0.00	320,000.00
211020B	8/15/2031	UBS	ALABAMBA FEDERAL AID HWY		010268CT5	500,000.00		0.00	500,000.00
200417	9/1/2031	UBS	CITY OF NORFOLK VA TAX		655867G94	220,000.00		0.00	220,000.00
211115	10/1/2031	UBS	INFRASTRUCTURE BANK		76223MAL6	580,000.00		0.00	580,000.00
211209	9/15/2032	UBS	CAPE MAY COUNTY NJ TAX		139501SB7	470,000.00		0.00	470,000.00
230303		UBS	UBS PRIME FUND			51,724.41		51,724.41	0.00
230731		UBS	UBS PRIME FUND			554,843.90		554,843.90	0.00
231204		UBS	UBS PRIME FUND			249,389.65		249,389.65	0.00
230831A		UBS	UBS PRIME FUND			2,769,474.27		2,769,474.27	0.00
230831B		UBS	UBS PRIME FUND			6,001,637.81		6,001,637.81	0.00
230630		UBS	UBS PRIME FUND			859,359.98		859,359.98	0.00
23093023		UBS	UBS PRIME FUND			64,956.23		64,956.23	0.00
230430		UBS	UBS PRIME FUND			170,879.16		170,879.16	0.00
230531		UBS	UBS PRIME FUND			229,646.85		229,646.85	0.00
240630		UBS	UBS TREASURY FUND (FORMERLY PRIME)				102,943.99	0.00	102,943.99
240731A		UBS	UBS TREASURY FUND (FORMERLY PRIME)				554,746.42	0.00	554,746.42
240228		UBS	UBS PRIME FUND				361,798.28	95,470.33	266,327.95
240831A		UBS	UBS TREASURY FUND (FORMERLY PRIME)				58,423.28	0.00	58,423.28
240131		UBS	UBS PRIME FUND				301,274.74	301,274.74	0.00
									41,866,441.64
	TOTAL INVESTMENTS					71,631,912.26	13,379,186.71	33,894,657.33	**51,116,441.64**
			Unamortized Premiums			1,759,475.03			1,759,475.03
			Unamortized Discounts			(4,343,552.11)			(4,343,552.11)
			BMO			8,036,228.16	59,659,288.45	65,892,441.45	1,803,075.16
			Bond Proceeds			12,162,050.46	64,262.35	8,453,021.42	3,773,291.39
			Money Market Accounts			17,183,216.87	19,476,369.29	12,000,000.00	24,659,586.16
			Net Cash and Investments			106,429,330.67	92,579,106.80	120,240,120.20	78,768,317.27

CC Regular Session

Meeting Date: 12/10/2024

Primary Strategic Plan Initiative: Enhance City's communication through transparency and accountability.

Title:

Note the following Boards, Commissions, and Committee Meeting Minutes:

- Planning Commission Meeting Minutes Dated October 24, 2024
- Economic Development Authority Meeting Minutes Dated October 10, 2024
- Public Works Committee Meeting Minutes Dated October 15, 2024
- Park and Recreation Commission Meeting Minutes Dated October 10, 2024

Purpose/Background:

Approve Meeting Minutes

Recommendation:

Approval

Outcome/Action:

Approval

Attachments

PC October Minutes

PWC October Minutes

Form Review

Inbox	Reviewed By	Date
Mariah Albrecht	Mariah Albrecht	12/05/2024 11:15 AM
Brian Hagen	Brian Hagen	12/05/2024 03:04 PM
Form Started By: Abdi Sahal		Started On: 12/03/2024 09:57 AM
Final Approval Date: 12/05/2024		

PLANNING COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey Planning Commission conducted a regular meeting on Thursday, October 24, 2024, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:	Chairperson Cheri Gengler Commissioner Bruce Anderson Commissioner Ryan Heineman Commissioner Tom Hunt Commissioner Eric Peters Commissioner Gary VanScoy
Members Absent:	Commissioner Randy Bauer
Also Present:	Planning Manager Todd Larson City Planner Adam Martin Senior Planner Chris Anderson City Council Liaison Matt Woestehoff

1. CALL TO ORDER

Chairperson Gengler called the regular meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

Chairperson Gengler led the group in the Pledge of Allegiance.

3. CITIZEN INPUT

None.

4. APPROVAL OF AGENDA

Motion by Commissioner Peters, seconded by Commissioner Heineman, to approve the agenda as presented.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners Peters, Heineman, Anderson, Hunt, and VanScoy. Voting No: None. Absent: Commissioner Bauer.

5. CONSENT AGENDA

5.01: Approve the September 26, 2024 Planning Commission Meeting Minutes

Motion by Commissioner Hunt, seconded by Commissioner Anderson, to approve the consent agenda as presented.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners Hunt, Anderson, Heineman, Peters, and VanScoy. Voting No: None. Absent: Commissioner Bauer.

6. PUBLIC HEARINGS/COMMISSION BUSINESS

6.01: Public Hearing: Variance and Lot Line Adjustment – 8310 – 8324 159th Lane NW

Public Hearing

Chairperson Gengler called the public hearing to order at 7:02 p.m.

Presentation

Planning Manager Larson presented the staff report stating that staff recommends approval of the variance and lot line adjustment.

Commissioner Van Scoy recognized that both lots are already nonconforming as they are below the minimum lot size and asked if the variance is still then necessary.

Planning Manager Larson replied that the variance is still required as one nonconforming lot would become more nonconforming in this transaction.

Commissioner Heineman asked who was responsible for the survey that was done in the past.

Planning Manager Larson replied that he does not want to assess blame because that is not known as things were much different when the neighborhood was constructed 30 years ago.

Citizen Input

Commissioner Heineman asked if both homeowners are okay with this new property line.

Planning Manager Larson replied that both homeowners signed the application.

Commissioner Anderson stated that he went to the site and met with the homeowners and this solution seems to be the best option to get this property fixed so that it could be sold. He noted that the alternative would be to remove a deck and pool and perhaps the home itself is not conforming either. He believed that this is the best solution for the situation.

Motion by Commissioner Van Scoy, seconded by Commissioner Peters, to close the public hearing.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners VanScoy, Peters, Anderson, Heineman, and Hunt. Voting No: None. Absent: Commissioner Bauer.

Chairperson Gengler closed the public hearing at 7:08 p.m.

Commission Business

Motion by Commissioner Peters, seconded by Commissioner Hunt, to adopt Resolution #24-291 Approving a Variance to Lot Area at 8310 and 8324 159th Lane NW and a Lot Line Adjustment.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners Peters, Hunt, Anderson, Heineman, and VanScoy. Voting No: None. Absent: Commissioner Bauer.

6.02: Public Hearing: Adopt Resolution #24-284 Granting a Variance to Height Limitations for a Detached Accessory Building Located at 17646 St. Francis Boulevard NW (Project No. 24-121); Case of Chuck and Angie Lattery

Public Hearing

Chairperson Gengler called the public hearing to order at 7:09 p.m.

Presentation

Senior Planner Anderson presented the staff report stating that staff recommends adoption of Resolution #24-284 granting a variance to height restrictions for a detached accessory building in the side yard of the subject property. He stated that one letter of support was received from an adjacent neighbor and one call was received to ask questions noting that person also did not object to the building, as long as it is not intended to be used for commercial purposes.

Commissioner VanScoy asked if the proposed garage would be in the side yard.

Senior Planner Anderson commented that the house is only 21 feet from the front property line, which is much closer than current City Code would allow. He stated that the proposed building would be set back 40 feet from the property line to meet the front setback and slightly northwest of the home, which would be considered the side yard of the property.

Commissioner VanScoy commented that it looks like it would be close to being behind the home.

Senior Planner Anderson confirmed that it is close to being behind the home but because the home is at an angle, the building would not be entirely behind the home.

Commissioner Anderson asked if the variance would be required if the building were moved back a few more feet to be behind the home.

Senior Planner Anderson replied that if the building were in the rear yard, it would not require a variance, as the height of an accessory building in the rear yard could be up to 30 feet. He noted that moving the structure further back would require additional tree removal and grading because of the slope in that area.

Commissioner VanScoy asked the rational of the change in City Code.

Senior Planner Anderson replied that he does not have an answer to support why the relationship of a building in the side yard supports a reduction in the allowed height.

Citizen Input

Charles Lattery, applicant 17466 St Francis Blvd, thanked staff for the thorough presentation. He stated that his home sits at an angle and the location for the proposed building replaces the previous garage but extends to the tree area with not much difference in the height. He stated that when they purchased the property, they also removed the deteriorating barn along with the garage. He stated that they have tried to comply with everything by working with staff and was surprised to learn that he now had to apply for a variance when last year he was told he would not need a variance. He stated that the backyard is all clay, and they cannot even drive on it once spring comes. He noted the erosion problems that he has had because of the slope and would not want to add a building to that area which already has issues.

Commissioner Anderson asked what a mudding truck is.

Mr. Lattery explained that it is a large truck, jacked up with large tires for playing in the mud. He explained that the truck is nine feet, eight inches and needs the additional height to allow him to raise it on a hoist. He stated that the 14-foot doors would allow him to move an RV in and out of the building.

Commissioner Hunt stated that it is unfortunate that the Code changed and now requires a variance, but was pleased to see him going through the process.

Mr. Lattery commented that staff have been great to work with as well.

Commissioner Heineman commented that he believes this structure would look great and would be positioned in the right place.

Mr. Lattery commented that his neighbors are also present in support of the request.

Jeff Hillman, 6131 Green Valley Road, commented that he lives to the west and supports the request. He noted that the backyard drops significantly and there would be a significant cost to building in that area. He commented that he received a similar variance for the shed and building on his property. He stated that this height is reasonable for the proposed use to allow him to work on his vehicles.

Ron Trail, 6025 Green Valley Road, commented that he is the neighbor to the south. He commented that they do not have a fence and has no objections to the request.

Motion by Commissioner VanScoy, seconded by Commissioner Anderson, to close the public hearing.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners VanScoy, Anderson, Heineman, Hunt, and Peters. Voting No: None. Absent: Commissioner Bauer.

Chairperson Gengler closed the public hearing at 7:30 p.m.

Commission Business

Motion by Commissioner Anderson, seconded by Commissioner Heineman, to adopt Resolution #24-284 Granting a Variance to Height Restrictions for a Detached Accessory Building in the Side Yard of the Subject Property.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners Anderson, Heineman, Hunt, Peters, and VanScoy. Voting No: None. Absent: Commissioner Bauer.

6.03: Public Hearing: Consider a Conditional Use Permit for Motor Vehicle Repair for Blanery LLC at 6581 141st Avenue NW

Public Hearing

Chairperson Gengler called the public hearing to order at 7:31 p.m.

Presentation

City Planner Martin presented the staff report stating that staff recommends motion to adopt the Conditional Use Permit (CUP), contingent upon satisfying the conditions listed in Resolution #24-303 and having updated plans in time for City Council review.

Commissioner VanScoy asked if there were any outstanding issues related to landscaping or any other plan elements.

City Planner Martin commented that there are some minor issues that staff is working with the architect on, primarily pertaining to lighting, but those are minor in nature and revised plans should be received prior to City Council review.

Commissioner Anderson asked if the area would be fenced in the back part of the property with a material that you could not see through.

City Planner Martin confirmed that the proposed fence would be fully opaque to ensure anything parked in that area would not be visible from the right-of-way.

Citizen Input

Alexander Blaschchanitsa, applicant, stated that he was present to answer any questions. He confirmed that they would have a fence on the back of the property to block the view of the vehicles for both aesthetic and security purposes.

Commissioner Van Scoy commented that this looks like a great project.

Chairperson Gengler asked if this is a new business.

Mr. Blaschchanitsa replied that this is a new business, but he is a builder and has experience. He stated that he connected people within his network to build the shop and staff the business.

Motion by Commissioner Peters, seconded by Commissioner Hunt, to close the public hearing.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners Peters, Hunt, Anderson, Heineman, and VanScoy. Voting No: None. Absent: Commissioner Bauer.

Chairperson Gengler closed the public hearing at 7:41 p.m.

Commission Business

Motion by Commissioner Van Scoy, seconded by Commissioner Hunt, to recommend that City Council adopt Resolution #24-303 Approving a Conditional Use Permit for Motor Vehicle Repair at 6591 141st Avenue NW, subject to the conditions specified within the resolution.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners VanScoy, Hunt, Anderson, Heineman, and Peters. Voting No: None. Absent: Commissioner Bauer.

6.04: Public Hearing: Consider Ordinance #24-14 Pertaining to Residential Driveways

Public Hearing

Chairperson Gengler called the public hearing to order at 7:43 p.m.

Presentation

Planning Manager Larson presented the staff report stating that staff is concerned that the proposed regulations would create unpleasant situations between neighbors as well as drainage and snow storage issues.

Commissioner VanScoy asked what was driving the desire to change the standards.

Councilmember Woestehoff commented that driveways themselves do not have a safety hazard when it comes to fire protection. He stated that at the end of the day it would be the risk of the homeowner to place their driveway at the lot line.

Commissioner VanScoy used the scenario that two property owners both chose to place their driveways at the lot line and asked how vehicles just a few inches apart would open their doors. He stated that people also say they move to Ramsey because of the rural character and open space and therefore questions this concept.

Commissioner Hunt asked how this would compare to other cities in the county, as his quick search showed three to five feet.

Planning Manager Larson replied that typically the driveway setback is five to ten feet, and Coon Rapids allows zero. He stated that the bigger, inner city metro area tends to have less noting Richfield at zero, and the more suburban communities tend to use five feet.

Commissioner VanScoy asked the typical lot width for a zero-driveway setback.

Planning Manager Larson replied that some of the older Coon Rapids lots are 50 feet wide.

Councilmember Woestehoff stated that when he lived in Richfield his lot was 60 feet wide and a shared driveway with the neighbor.

Citizen Input

Frank Antinozzi, 7041 147th Avenue NW, stated that he would be fine with a zero setback for driveways as vehicles are parked next to each other when there are shared driveways. He stated that not everyone parks in their driveway and the additional driveway space could be used for maneuvering a trailer and not necessarily parking.

Commissioner Peters stated that in his neighborhood there was a house fire that jumped to a truck which then exploded and therefore if there was another vehicle right next to that, it could have easily jumped to the next vehicle. He stated that for that reason he would not support a zero setback for the driveway, but could support a reduction.

Chairperson Gengler asked if the fire department had input on this change.

Planning Manager Larson replied that fire did not have an interest one way or the other.

Mr. Antinozzi commented that fences can be installed along the property line and that would be more flammable than a vehicle. He stated that if you drive around Ramsey there are a lot of driveways to the property line, whether they received the proper approval or not. He stated that he has also seen it in other communities.

Commissioner Van Scoy stated that the only location in Ramsey where he has seen driveways to the property line is where the neighborhood is under a PUD with shared driveways.

Motion by Commissioner Anderson, seconded by Commissioner VanScoy, to close the public hearing.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners Anderson, VanScoy, Heineman, Hunt, and Peters. Voting No: None. Absent: Commissioner Bauer.

Chairperson Gengler closed the public hearing at 7:53 p.m.

Commission Business

Commissioner VanScoy commented that he did not see a need to change the Code.

Commissioner Heineman stated that he is happy to see this item come back as he believes that people should be able to use their property to the degree they would like. He stated that fictious scenarios that are extreme are not a reason to limit other properties in Ramsey. He commented that while he was surprised to see support from the Council to change to zero feet, he supports the change.

Commissioner Anderson stated that when he took the job on the Planning Commission, he had to put aside his personal feelings about a lot of issues that have come before the group and instead weigh whether the request meets the requirements. He stated that he will not be supporting this change and did not believe that personal opinions should weigh in on what is best for Ramsey. He stated that just because you can build to the property line does not mean there will not be issues between neighbors. He stated that in the cases that these requests have come through, comments have been provided by neighbors that they would prefer to have five feet and do not like things to the property line. He stated that he would prefer to leave the Code as is and continue to review requests case by case.

Chairperson Gengler stated that her position remains unchanged in that she could support something less than five but believes that it would be problematic to allow the driveway to the property line as she believes that would cause problems between neighbors. She stated that she does not support a zero setback from the lot line for driveways.

Motion by Commissioner Heineman to recommend that City Council adopt Ordinance #24-14 Pertaining to Residential Driveways.

Motion failed for lack of second.

Motion by Commissioner VanScoy, seconded by Commissioner Anderson, to recommend that City Council not make a change to the ordinance related to driveway setbacks.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners VanScoy, Anderson, and Hunt. Voting No: Commissioners Heineman and Peters. Absent: Commissioner Bauer.

7. COMMISSION BUSINESS

7.01: Consider Sketch Plan for Emerald Estates, Located on 181st Avenue NW, West of Xenolith Street (Project No. 24-123): Case of Alan and Joni Greenwaldt

Presentation

City Planner Anderson presented the Staff Report and asked the Commission to provide feedback and direction to the applicant on the Sketch Plan.

Commission Business

Commissioner Heineman asked if he should not be involved in the discussion if he were potentially considering purchasing one of these lots in the future.

Planning Manager Larson commented that at this point there is no financial stake in this and there is no action being taken, therefore Commissioner Heineman could participate in the discussion but perhaps could abstain if this moves forward to preliminary plat.

Commissioner Heineman stated that he would prefer to abstain from the discussion as he is perhaps interested in building a house on one of these lots.

Commissioner VanScoy commented that Commissioner Heineman's desire to see this move forward would provide a good point of view and he would actually welcome that feedback during this discussion.

Commissioner Heineman commented that is a good point.

Commissioner Anderson stated that feedback can still be provided, and Commissioner Heineman could simply abstain from future voting. He echoed the comments that he appreciates all points of feedback.

Commissioner Hunt agreed that he would be interested in input from someone that may be interested in purchasing one of these lots.

Commissioner Van Scoy commented that this looks like it would be a nice development that is very unique and has potential issues. He asked if a planned unit development (PUD) approach has been considered.

City Planner Anderson replied that there has not been thought or talk of doing this as a PUD as this would meet all requirements of the rural residential zoning district, aside from the driveway of lot seven going onto lot eight. He stated that the County does have some trepidation about allowing that many new driveways but there is not ultimately a requirement preventing that.

Commissioner Anderson stated that he likes the idea but does not like the idea that there would be 13 driveways coming out onto a busy highway. He suggested making up to three access points for the property. He referenced the comments from the Highway Department which lent him to believe there would be an implied safety hazard. He stated that perhaps there is a service road for the 13 driveways that then connects to the major artery. He stated that he likes the idea of the overall project but believes the driveways would be a huge safety issue.

City Planner Anderson stated that to the west there looks to be a very similar layout with lots that have direct access onto CR 64, and to the east there is another similar scenario. He stated that he does understand the safety concerns but as proposed this would fit with what exists in the area.

Commissioner Anderson commented that the Commission has been working hard to put safety first and minimize the chance of accidents on the busy roads when considering new developments. He recognized that the lots to the east and west exist and have been there, but they should also focus on safety.

Councilmember Woestehoff stated that he pulled up old numbers from the Highway Department and that stretch of road has about 3,400 daily vehicles whereas Armstrong has 6,000. He commented that it is not the busiest of the County roads in Ramsey. He noted that the horrible corner on CR 5 has a count of 9,000.

Commissioner Peters asked if the property is also for sale on the Nowthen side of the road. It was confirmed that property has been sold. He noted that there could then be more houses going in. He stated that he traverses that road daily and you take caution during the winter months. He stated that in the future there would most likely be action by the County to improve the road and perhaps add turn lanes.

Chairperson Gengler invited the developer to address the Commission.

Eric Lewth, Landform, stated that he was present in representation of the applicants.

Commissioner Anderson asked how open the applicant is to working to develop an alternative to 13 driveways.

Mr. Lewth stated that the MnDOT access management manual recommends a minimum spacing of 100 feet between driveways on a 55 mile per hour road. He stated that they are proposing an average of 200 feet between driveways which is double that recommendation. He stated that they are happy to entertain other suggestions but would like to submit a compliant application without variances. He stated that minimum lot frontage of 200 feet for rural properties is based off the MnDOT recommendation that has not changed for the last 50 years.

Commissioner Hunt referenced the ideas of shifting five or ten feet on the lot line to accommodate the driveway and asked the thoughts of the applicant.

Mr. Lewth noted a no disturb buffer from the watershed.

City Planner Anderson replied that the Lower Rum River Water Management Organization (LRRWMO) requires that the member cities require a 16.5-foot wetland setback.

Mr. Lewth confirmed that they could look at shifting a bit, but it would be difficult to avoid 100 percent of the buffer. He stated that if there is a five-foot setback for a driveway, they could move that and it would impact the buffer and not the wetland itself, but also acknowledged the potential that the setback could be reduced to zero per the previous discussion.

City Planner Anderson stated that if there seems to be support for this, when the preliminary plat is submitted the applicant could include a request to deviate from the 16.5 wetland buffer impact

for that strip. He stated that should keep the driveway entirely on lot seven, and meet the five-foot driveway setback without encroaching into the wetland.

Commissioner VanScoy stated that he is concerned with the safety of the situation and asked for details on the sight lines, recognizing that this is a straight segment of the road.

Mr. Lewth replied that this would be 13 driveways within one half mile. He stated that the sight lines are good with a clear road. He commented that shared driveways are less safe as neighbors could be coming and going at the same time and collide or cause backups. He stated that backing in or out onto the County road would be the most unsafe situation and therefore they could require turnarounds for each driveway to prevent that situation.

Commissioner Anderson stated that he would like the applicant to look in to whether there could be an alternative and if the answer is no, then so be it.

Commissioner VanScoy commented that he is a little less concerned with the safety issues based on the information that was provided but would also support the idea of the applicant looking at alternatives.

Chairperson Gengler commented that she would feel much better with turnarounds.

Commissioner VanScoy agreed.

7.02: Discuss the Sign Code Update Pertaining to Wall Signage

Presentation

City Planner Martin presented the Staff Report and asked the Commission to provide direction that will allow staff to develop clear, consistent, and simplified regulations for wall signage in all zoning districts.

Commission Business

Commissioner VanScoy asked if there is a desire to have one regulation across all districts.

City Planner Martin replied that would ultimately be up to the discretion of the Commission, but staff would like to see consistency between definitions. He acknowledged that there are different standards in different zoning districts and different allowances based on the needs of the district. He stated that staff would like clearer and more concise definitions that can equally be applied to the different districts.

Commissioner VanScoy commented that there was a lot of work put into the COR Framework because that is a unique area. He noted that COR-4 is mostly residential and therefore it would make sense to have something different there than in the business areas.

City Planner Martin replied that having guidance on the definitions and applicability would be helpful. He stated that for COR-4, Greenway Terrace is purely residential and some of the other developments do not have wall signage because they are attached or detached townhomes. He stated that the Norhart building is mixed use and would intend to have signage for the retailers. He noted that Norhart was approved with a sign package, but these changes would assist in streamlining for future projects.

Planning Manager Larson explained that the current standards do not have anything for an apartment building in the R-3. He clarified that there can be different standards for residential and business uses within the same zoning district.

Councilmember Woestehoff referenced awnings and asked if those are considered signage.

City Planner Martin replied that awnings are considered their own sign category and will be part of a future discussion.

Chairperson Gengler asked if awnings count towards the sign percentages.

City Planner Martin did not believe so.

Senior Planner Anderson stated that within the business districts, awning signage would be included in wall signage. He was unsure if awnings were counted the same in The COR.

Commissioner Heineman asked if the Commission could empower staff to attack the challenges and recommended that path of action as staff would have the most knowledge on this topic and how to best address those matters.

Commissioner Peters agreed.

Commissioner VanScoy also agreed that support and direction from staff would be helpful.

Councilmember Woestehoff noted the comment that signs may be approved as a package but may be permitted individually. He asked for input on the preferred method for staff and developers.

Planning Manager Larson commented that the sign permit is a subset of the building permit and therefore deals more with structural integrity, whereas zoning deals more with size and aesthetic.

Chairperson Gengler stated that there seems to be regulation on size, placement and channel set but does not see much on digital versus solid state.

City Planner Martin replied that many peer cities have specific language on electronic message centers, or digital changing signs, and is something staff can look into. He stated that there are a few locations that use those as wall signage.

Planning Manager Larson asked for input from the Commission on that type of signage.

Commissioner Heineman commented that digital signage should be completely separate as it is a whole different beast.

Commissioner VanScoy thought that there were regulations related to digital signage or message signs.

Planning Manager Larson replied that there are some regulations, but it is not very clear and is not applicable across all zoning districts. He stated that currently that type of signage is not allowed within the COR, yet NorthStar Marketplace has them. He noted that the pawn shop did receive a permit for its sign.

Commissioner VanScoy noted that there is a timing required for scrolling messages.

Councilmember Woestehoff commented that there are timing requirements for the billboards.

Senior Planner Anderson commented that there are dynamic display standards which include some basic regulations.

Commissioner Anderson referenced the A-frame signs and asked how those are regulated.

City Planner Martin replied that is another separate topic for signage, and within the COR Framework specifically.

Commissioner Anderson stated that all the examples shown were bolted to the wall and asked if there are regulations for something that protrudes or dangles down.

City Planner Martin replied that there is also a separate section for that type of signage.

Senior Planner Anderson replied that there are many differences between the sign regulations for the COR and the rest of the city. He reviewed the regulation for projecting signs outside of the COR and within the COR.

Commissioner Anderson commented that as Sunwood continues to develop there will be additional businesses and a sidewalk. He provided a scenario in which there is a deli, and his thought was what could be done to advertise that type of business. He stated that he would like to make it easy for businesses to be within the COR.

Senior Planner Anderson replied that they do allow for a menu board or A-frame type sign for a café or that type of business, but outside of the COR that type of signage is prohibited.

Planning Manager Larson commented that they will be discussing this over several meetings and attempted to break it up into different type of signage. He stated that because there is a light agenda for the November meeting, they will most likely be able to tackle a few types of signage at that meeting.

7.03: Adopt 2025 Planning Commission Calendar

Presentation

Planning Manager Larson presented the Staff Report stating that staff recommends adoption of the 2025 calendar.

Commission Business

Commissioner Heineman commented that he does agree with the alternative dates as proposed for those months that would have a conflict with a holiday or other event.

Motion by Commissioner VanScoy, seconded by Commissioner Anderson, to approve the 2025 Planning Commission calendar.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners VanScoy, Anderson, Heineman, Hunt, and Peters. Voting No: None. Absent: Commissioner Bauer.

8. COMMISSION / STAFF INPUT

Commissioner Anderson commented that he would be attending the November meeting remotely.

9. ADJOURNMENT

Motion by Commissioner Anderson, seconded by Commissioner VanScoy, to adjourn the meeting.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners Anderson, VanScoy, Heineman, Hunt, and Peters. Voting No: None. Absent: Commissioner Bauer.

The regular meeting of the Planning Commission adjourned at 8:56 p.m.

Respectfully submitted,

Todd Larson
Planning Manager

ATTEST:

Abdihafid Sahal
Planning Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

PUBLIC WORKS COMMITTEE
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Public Works Committee conducted a regular meeting on Tuesday, October 15, 2024, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Debra Musgrove
Councilmember Chelsee Howell
Councilmember Michael Olson

Also Present: City Engineer/Public Works Director Bruce Westby

1. CALL TO ORDER

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

2. CITIZEN INPUT

There was none.

3. APPROVE AGENDA

Motion by Councilmember Howell, seconded by Councilmember Olson, to approve the agenda, as presented.

Motion carried. Voting Yes: Chairperson Musgrove, Councilmembers Howell and Olson. Voting No: None.

4. APPROVE MINUTES

4.01: Approve August 20, 2024, Meeting Minutes

Motion by Councilmember Olson, seconded by Councilmember Howell, to approve the following minutes:

Regular Meeting Minutes dated August 20, 2024

Motion carried. Voting Yes: Chairperson Musgrove, Councilmembers Olson and Howell. Voting No: None.

4.02: Approve September 17, 2024, Meeting Minutes

Motion by Councilmember Olson, seconded by Councilmember Howell, to approve the following minutes:

Regular Meeting Minutes dated September 17, 2024

Motion carried. Voting Yes: Chairperson Musgrove, Councilmembers Olson and Howell. Voting No: None.

5. COMMITTEE BUSINESS

5.01: Consider Recommending City Council Approval of Plans and Specifications and Authorizing Advertisement for Bids for Fox Ridge Estates 1st and 2nd Street Reconstructions

City Engineer/Public Works Director Westby reviewed the staff report and staff recommendation to recommend City Council approval of plans and specifications and authorizing advertisement for bids for Fox Ridge Estates 1st and 2nd Street Reconstructions, Improvement Project #24-13.

Councilmember Olson asked for additional details on parking in the northeast corner.

City Engineer/Public Works Director Westby commented that there is a cemetery in that location and the plan is to provide a few paved stalls for parking.

Councilmember Howell asked if there is an estimated cost for those parking stalls.

City Engineer/Public Works Director Westby estimated about $12,000 to $15,000.

Motion by Councilmember Olson, seconded by Councilmember Howell, to recommend City Council approval of plans and specifications and authorizing advertisement for bids for Fox Ridge Estates 1st and 2nd Street Reconstructions, Improvement Project #24-13.

Further discussion: Chairperson Musgrove asked if bonding dollars would be used for this project or whether the bonding dollars have been used. City Engineer/Public Works Director Westby replied that he believed those dollars were already spent but could verify with the Finance Director. Chairperson Musgrove noted that this project cost would be a little over $1,000,000 per mile of the project and asked if that general estimate should be adjusted for budget purposes in the future to ensure proper funding amounts are being considered. City Engineer/Public Works Director Westby replied that there are many different types of reconstruction projects, and each year staff reviews the CIP to adjust project cost estimates based on the most recent actual project costs.

Motion carried. Voting Yes: Chairperson Musgrove, Councilmembers Olson and Howell. Voting No: None.

5.02: Trail Maintenance Policy

City Engineer/Public Works Director Westby reviewed the staff report and staff recommendation that the Committee forward the final draft of the policy to the City Council for consideration.

Chairperson Musgrove commented that the policy does look better but there are still some things she would like to see done to make this look more like a policy. She referenced Local Road Research Board report 2011RIC05, "Maintenance of Recreational Trails," that she found online and suggested staff should more closely follow the structure of this report and its Trail Maintenance Schedule. She also suggested adding a section to the policy stating an annual report on maintenance activities undertaken would be provided to the Public Works Committee and/or City Council.

Councilmember Howell asked if there was a funding section in the stormwater facilities maintenance policy.

City Engineer/Public Works Director Westby confirmed that the stormwater facilities maintenance policy included a section addressing funding, and clarified that Chairperson Musgrove would like to see more bulleted lists in terms of a policy format as compared to long paragraphs of text.

Chairperson Musgrove stated that she would also like information on the frequency of inspections for certain park amenities.

Councilmember Howell asked and received confirmation that bulleted lists were used in the stormwater policy and agreed that would make sense for the trail maintenance policy as well.

Chairperson Musgrove asked if this should come back before the Committee or proceed to the City Council.

City Engineer/Public Works Director Westby stated that he would prefer to bring this back to the Committee to ensure they are meeting the desired vision before bringing this to the full Council.

5.03: Receive Updates on Improvement Projects, Studies and Items of Interest

City Engineer/Public Works Director 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.

5.04: Review Future Topics Calendar

City Engineer/Public Works Director Westby reviewed the future topics calendar and anticipated completing several topics over the next few meetings.

6. ADJOURNMENT

Motion by Councilmember Howell, seconded by Councilmember Olson, to adjourn the Public Works Committee meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 6:23 p.m.

Respectfully submitted,

_____
Bruce Westby
City Engineer/Public Works Director

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

CC Regular Session

Meeting Date: 12/10/2024

Primary Strategic Plan Initiative: Create a positive image for residential neighborhoods, business districts and key corridors.

Title

Approve Business License Applications (includes 2025 Business License Renewals)

Purpose/Background:

The purpose of this case is to obtain City Council approval of business license applications (not including Rental or BRC).

Background: Certain businesses or groups in the City of Ramsey are required to apply for a business license in addition to the Business Registration Certificate (BRC). Other businesses that may require a license, but are not required to have a BRC, may also be included in this approval. Those new license requests and/or renewals are attached for City Council approval.

Notification:

All current business license holders are posted on www.cityoframsey.com once approved.

Funding Source:

License fees are collected at time of application.

Recommendation:

Staff recommends approval of business license applications.

OutcomeAction:

Motion to approve the attached business license applications.

Attachments

Business Licenses

Form Review

Inbox	Reviewed By	Date
Sean Sullivan	Sean Sullivan	12/04/2024 02:51 PM
Brian Hagen	Brian Hagen	12/05/2024 09:51 AM
Form Started By: Wendy Schlueter		Started On: 12/02/2024 03:25 PM
Final Approval Date: 12/05/2024		

Report Name: License Report - License Types
Council Dates: 12/10/2024 to 12/10/2024
Status: Active, Inactive
License Type(s): Garbage Haulers, Pawnbroker, Therapeutic Massage Establishment, Therapeutic Massage Therapist, Tobacco

City of Ramsey
License Report - License Types

Company	DBA	Complex_Name	Applicant	Location	Exp. Date	Council Date	Status
Garbage Haulers							
LePage & Sons Inc.			Clint LePage		12/31/2025	12/10/2024	A
Curbside Waste Inc			Chad Lewis Master		12/31/2025	12/10/2024	A
Waste Management of Minnesota, Inc.	Waste Management of Minnesota, Inc.		Matthew Koupal		12/31/2025	12/10/2024	A
Aspen Waste Systems, Inc.			Thor Nelson		12/31/2025	12/10/2024	A
Walters Recycling & Refuse, Inc.			Andrew Tortora		12/31/2025	12/10/2024	A
Republic Services Inc.	formerly Randy's Sanitation & Allied Waste Svcs		Christine Schultz		12/31/2025	12/10/2024	A
ACE Solid Waste, Inc (Waste Connections)	ACE Solid Waste	Ace Solid Waste Inc	ACE Solid Waste	6601 McKinley St NW	12/31/2025	12/10/2024	A
				Garbage Haulers License Count: 7			
Pawnbroker							
Ramsey Pawn, LLC	Twin Cities Pawn	KJ Power Properties, LLC	Twin Cities Pawn - Michael Whitelaw	6650 Highway 10 NW	12/31/2025	12/10/2024	A
				Pawnbroker License Count: 1			
Therapeutic Massage Establishment							
Balance Through Bodywork, LLC	Balance Through Bodywork, LLC		Michele Suggs	15469 Iodine St NW	12/31/2025	12/10/2024	A
Conchita Bodyworkz			Catherine Ann Porter	15042 Limonite St NW	12/31/2025	12/10/2024	A
Pure Reflexology and Massage inc.	Pure Reflexology and Massage		Roy, Nicole Alicia	7850 Riverdale Dr NW #33	12/31/2025	12/10/2024	A
GiGi's Salon & Spa, Inc		GiGi'S Salon and Spa	Ginger Ann Edin	7850 Sunwood Dr NW	12/31/2025	12/10/2024	A
IDTS Medical, Inc.		IDTS	Mario Nozzarella	7545 Veterans Dr NW	12/31/2025	12/10/2024	A
				Therapeutic Massage Establishment License Count: 5			
Therapeutic Massage Therapist							
Suggs, Michele	Balance Through Bodywork		Michele A Suggs	15469 Iodine St NW	12/31/2025	12/10/2024	A
Porter, Catherine	Conchita Bodyworkz		Catherine Ann Porter	15042 Limonite St NW	12/31/2025	12/10/2024	A

City of Ramsey
License Report - License Types

Company	DBA	Complex_Name	Applicant	Location	Exp. Date	Council Date	Status
Therapeutic Massage Therapist							
Pure Reflexology and Massage inc.	Pure Reflexology and Massage		Roy, Nicole Alicia	7850 Riverdale Dr NW #33	12/31/2025	12/10/2024	A
Magistad, Tianna			Tianna Maria Magistad	7850 Sunwood Dr NW	12/31/2025	12/10/2024	A
McCulley, Paige		Gigi's Salon and Spa	Paige Elizabeth McCulley	7850 Sunwood Dr NW	12/31/2025	12/10/2024	A
Eskridge, ShaKenya K		Rum River Chiropractic	ShaKenya Kadejaiana Eskridge	14245 St Francis Blvd NW #104	12/31/2025	12/10/2024	A
Nykanen, Anikka		Rum River Chiropractic	Anikka Jean Nykanen	14245 St Francis Blvd NW #104	12/31/2025	12/10/2024	A
				Therapeutic Massage Therapist License Count: 7			
Tobacco							
Bahamn, Inc	E-CIG Warehouse		Kipper Douglas Wilson	6111 Highway 10 NW 500	12/31/2025	12/10/2024	A
Holiday Stationstores, LLC #395 (Circle K)	Holiday Stationstores 2746395		Gary Brant	14075 Ramsey Blvd NW	12/31/2025	12/10/2024	A
Ramsey Market, Inc.	Ramsey Market		Ramsey Market	14911 Ramsey Blvd NW	12/31/2025	12/10/2024	A
Northern Tier Retail, LLC (7-Eleven)	Speedway #4508		David L Seltzer	14000 St Francis Blvd NW	12/31/2025	12/10/2024	A
Ramsey #1 Smoke Shop, Inc.	Ramsey Smoke Shop		Ramsey Smoke Shop - Omar Alkatout	14050 St Francis Blvd NW E	12/31/2025	12/10/2024	A
Yayin Gadol, LLC	Top Ten Liquors		Top Ten Liquors - Jonathan G Halper	14107 St Francis Blvd NW	12/31/2025	12/10/2024	A
Casey's Retail Company	Casey's General Store #1988		Casey's General Store #1988	14131 Sunfish Lake Blvd NW	12/31/2025	12/10/2024	A
Casey's Retail Company	Casey's General Store #3460		Casey's General Store #3460	7222 Sunwood Dr NW	12/31/2025	12/10/2024	A
Ramsey Tobacco 2 LLC	Downtown Smoke Shop		Rafil S Jassim	7962 Sunwood Dr NW 300	12/31/2025	12/10/2024	A
Holiday Stationstores, LLC #2746323	Holiday Stationstores 2746323		Gary Brant	14350 Xkimo St NW	12/31/2025	12/10/2024	A
Rademacher Companies, Inc.	Bill's Superette	Bill's Superette	Bill's Superette	15299 St Francis Blvd NW	12/31/2025	12/10/2024	A

City of Ramsey
License Report - License Types

Company	DBA	Complex_Name	Applicant	Location	Exp. Date	Council Date	Status
Tobacco							
Coborn's, Inc.	Coborn's #2033	Coborns #2033	Coborn's #2033 - James Shaw	7900 Sunwood Dr NW	12/31/2025	12/10/2024	A
Coborn's, Inc - Liquor	Coborn's Liquor #6039	Coborns Liquor #6039	James Shaw	7880 Sunwood Dr NW	12/31/2025	12/10/2024	A
Liquor Lady, Inc	Fairway Liquor	Fairway Liquor	Jilleen Mary Keil	5900 167th Ave NW	12/31/2025	12/10/2024	A
Cherokee Liquors Inc	G-Will Liquors	G-Will Liquors	Grant Radamacher	5427 Alpine Dr NW	12/31/2025	12/10/2024	A
Ohm Premier Vaping LLC	Ohm Premier Vaping	Northstar Marketplace	Sallyann Marie Phelps	7876 Sunwood Dr NW 100B	12/31/2025	12/10/2024	A
Ramsey Tobacco LLC	Ramsey Tobacco Outlet	Ramsey Tobacco Outlet	Rafil Salman Jassim	6415 Highway 10 NW 108	12/31/2025	12/10/2024	A
The Links At Northfork GC, LLC	The Links at Northfork	The Links at Northfork	The Links at Northfork	9333 Alpine Dr NW	12/31/2025	12/10/2024	A

Tobacco License Count: 18

Total Licenses: 38

CC Regular Session

Meeting Date: 12/10/2024

Primary Strategic Plan Initiative: Strive for high organizational morale and employee retention

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Title:

Authorization to Promote an Mechanic to Lead Auto Mechanic

Purpose/Background:

The purpose of this case is to ask the City Council to promote a current Mechanic to Lead Mechanic. This new position was discussed as part of the 2025 budgeting process and is accounted for in the budget. This promotion does not require back-filling the Mechanic position left vacant. With this promotion, the City will have three full-time Mechanics; two Mechanics and one Lead Mechanic.

This promotion reflects the City's desire to maintain an effective organization. Promotions or reclassifications, when needed due to changes in positions or the need to add a new position, serve to retain high-performing employees and further the City's mission to work together to responsibly grow our community, and to provide quality, cost-effective and efficient government services.

The primary objective of this position is to assist in providing work direction and training to full-time, part-time and seasonal staff, scheduling of division maintenance, responsibility for and coordination of resources to ensure effective and efficient completion of construction, repair and maintenance of all City-owned vehicles and equipment, while also performing the daily duties of a Mechanic. Daily operations include coordination and performance of all maintenance repairs on City-owned vehicles and equipment (electric, gas and diesel). The lead mechanic will ensure timely completion of all maintenance and repair projects; manage the recordkeeping for all shop activities and assist with administrative duties related to the shop budget, parts and supplies inventory. The position reports to the Public Works Streets Supervisor.

Attachment: Lead Mechanic Job Description

Funding Source:

The funding required for this action has been accounted for in the 2025 budget.

Recommendation:

To promote Mr. Doug Polzin from Mechanic to Lead Mechanic, effective January 1, 2025, at step 5 of the Lead Mechanic wage scale, which is $43.032 per hour.

Outcome/Action:

Motion to promote Mr.Doug Polzin from Mechanic to Lead Mechanic, effective January 1, 2025, at step 5 of the Lead Mechanic wage scale, which is $43.032 per hour.

Attachments

Lead Mechanic JD

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	12/05/2024 09:51 AM
Form Started By: Colleen Lasher		Started On: 12/03/2024 03:49 PM
Final Approval Date: 12/05/2024		

LEAD MECHANIC

Position Title:	**Lead Mechanic**
Department:	**Public Works**
FLSA Status:	**Non-Exempt**
Safety Sensitive Position:	**Yes**
This position is subject to random D.O.T. drug and alcohol testing	

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to assist in providing work direction and training to full-time, part-time and seasonal staff, scheduling of division maintenance, responsibility for and coordination of resources to ensure effective and efficient completion of construction, repair and maintenance of all City owned vehicles and equipment, while also performing the daily duties of a Mechanic.

Daily operations include coordination and performance of all maintenance repairs on City-owned vehicles and equipment (electric, gas and diesel). The lead mechanic will ensure timely completion of all maintenance and repair projects; manage the recordkeeping for all shop activities and assist with administrative duties related to the shop budget, parts and supplies inventory. The position reports to the Public Works Streets Supervisor.

ESSENTIAL FUNCITONS / PRIMARY RESPONSIBILITIES:

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or logical to the position.

- Under the general guidance of the Streets Supervisor, provide work direction to full-time, part-time and seasonal work force
- Assist the Streets Supervisor with the development and implementation of a year-round daily, monthly and quarterly preventative maintenance programs
- Maintain all mechanical equipment and machinery according to required manufacturer specifications
- Assist with responding to and resolving all maintenance issues related to City vehicles and equipment according to established procedures and guidelines
- Enforce safety rules and regulations in compliance with OSHA to ensure a safe and clean working environment for all employees
- Perform any Streets Supervisor duties in their absence if necessary
- Code and monitor invoices originating from the mechanics division
- Perform the normal duties of a Mechanic as outlined in the job description, assigned or apparent
- Demonstrate leadership and supervision skills
- Keep the Streets Supervisor informed of matters they must know to adequately perform the responsibilities of the position
- Maintain tools and the shop area in a clean, orderly and safe manner

- Perform a wide range of tasks (within the ability and resources of the Lead Mechanic) at the verbal or written direction of the Streets Supervisor, City Engineer/Public Works Director or their designee
-

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of maintenance and repair techniques related to vehicles, construction equipment, heavy duty street equipment and other equipment as related to Public Works operations
- Knowledge of fabrication, welding, cutting and iron work techniques and practices
- Knowledge of methods, equipment, materials and tools used in the automotive and equipment trade. City equipment and vehicles include those used for law enforcement, firefighting, and parks/streets/utilities maintenance
- Knowledge of general mechanic shop operations and safety protocols
- Skilled at detailed recordkeeping
- Skilled in the use of diagnostic equipment
- Considerable skills related to auto mechanics
- Ability to provide a level of customer service that meets or exceeds customer expectation and satisfaction
- Ability to meet the physical demands of the job, including the ability to lift 74 pounds from the floor to waist high position
- Ability to make independent decisions in accordance with organizational goals and objectives
- Ability to understand and follow verbal instructions and communicate in English
- Ability to work independently with limited supervision
- Ability to work in a variety of weather conditions including cold or hot temperatures, high humidity, wind, rain and snow
- Must wear safety equipment as required and follow established safety practices and procedures
- Ability to maintain effective working relationships with supervisors and co-workers
- Ability to transport oneself to and around the work site
- Ability to work alternative schedules including evenings, weekends and possibly holidays as required for the City's maintenance operations

MINIMUM QUALIFICATIONS:

- Must have a valid Minnesota Commercial Driver's License (Class A or B) with tanker and air brake endorsements, along with a good driving record – Candidates with a Class B license must have the ability to obtain a Class A license within six (6) months of hire
- Must possess a two-year certificate of completion from a technical or vocational school with specialized training in mechanics, maintenance management or related field
- Must possess at least three (3) years of professional experience working with mechanical equipment and machinery necessary to repair City vehicles and equipment including, but not limited to, hoists, forklifts, cranes, welding equipment, hand and power tools
- MNDOT Commercial vehicle inspection certification or ability to obtain within six (6) months of hire
- Must possess at least one (1) year of professional experience in small engine repair
- Must reside within the allowed distance for responding to on-call situations (approximately 30 minutes)

DESIRABLE QUALIFICATIONS:

- Professional experience and/or technical training in welding, hydraulics and electrical systems
- Basic computer skills using Microsoft Office (Word, Excel and Outlook)

PROVIDE WORK DIRECTION TO OTHER EMLOYEES

Under the general guidance of the Streets Supervisor, this position provides work direction and training to full-time, part-time and seasonal Public Works employees.

EQUIPMENT/JOB LOCATIONS:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Duties are typically performed indoors and outdoors.

CONDITIONS OF EMPLOYMENT:

- Must comply with organizational and departmental policies
- Must adhere to safety policies and actively promote safe practices in the workplace based on annual safety training
- Driving is an essential function of this position

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the City and requirements of the job change.

The City of Ramsey is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

JOB ACTIVITY REQUIREMENTS

	Job activity requirements				
	Physical Activities	**Very Important**	**Important**	**Slightly Important**	**Not Important**
1	Standing	x			
2	Sitting			x	
3	Walking	x			
4	Lifting	x			
5	Pushing / Pulling	x			
6	Carrying	x			
7	Climbing		x		
8	Kneeling	x			
9	Crawling	x			
10	Crouching	x			
11	Bending at waist	x			
12	Reaching	x			
13	Handling Objects	x			
14	Repetitive Hand Motion		x		
15	Use of Arm Muscles over Extended Periods	x			
16	Use of Leg Muscles over Extended Periods	x			
17	Overhead Work	x			
18	Stationary desk or bench work		x		

This job requires employees to be able to <u>lift</u> and <u>carry</u> up to 74 pounds without assistance.

	Job working conditions		
		Yes	**No**
1	Working Outdoors	x	
2	Working Indoors	x	
3	Operating dangerous equipment	x	
4	Operating motor vehicles	x	
5	Providing work direction to other employees	x	
6	Working with chemicals	x	
7	Working near fumes and vapors	x	
8	Driving a City vehicle or personal vehicle	x	
9	Driving is an essential function of this job	x	
10	Subject to random DOT drug and alcohol testing	x	

CC Regular Session

Meeting Date: 12/10/2024

Primary Strategic Plan Initiative:

Title:

Adopt Resolution #24-365 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 21, 2024 through December 4, 2024.

Purpose/Background:

Adopt Resolution #24-365 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 21, 2024 through December 4, 2024.

Recommendation:

Staff Recommends to Adopt Resolution #24-365 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 21, 2024 through December 4, 2024.

Outcome/Action:

Motion to Adopt Resolution #24-365 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 21, 2024 through December 4, 2024.

Attachments

Bills List 12/10/2024

Resolution 24-365

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	12/04/2024 02:31 PM
Brian Hagen	Brian Hagen	12/05/2024 09:51 AM
Form Started By: Jennifer Morrison		Started On: 12/04/2024 02:08 PM
Final Approval Date: 12/05/2024		

RAMSEY CITY COUNCIL MEETING

12.10.24

BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:	SUBMITTED FOR APPROVAL
Prepaids 1121.24 - 12.4.24	$ 541,343.26
Accounts Payable 11.21.24 - 12.4.24	206,452.92
Payroll 11.22.24	341,443.09
Debt Service	2,953,430.63
Pay Estimates- Projects	313,124.21
TOTAL SUBMITTED FOR APPROVAL THIS MEETING (Invoices Available for Reviewal)	**$ 4,355,794.11**

DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:

	APPROVED PREVIOUS MTG	2024 Y.T.D.
PREPAIDS	$ 409,968.41	$ 10,395,175.08
PREPAID ADJUSTMENTS		
ACCOUNTS PAYABLE INVOICING	398,983.58	13,520,749.90
ACCT PAYABLE INVOICING ADJUSTMENTS		
NET PAYROLL TOTAL	253,715.86	5,984,936.40
CORRECTION TO PAYROLL		
DEBT SERVICE	362,681.25	1,084,316.35
CORRECTION TO DEBT SERVICE		
PAY ESTIMATE(S) - PROJECTS	2,679,701.61	33,096,125.10
TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED	**$ 4,105,050.71**	**$ 64,081,302.83**

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
119819	**11/21/2024**		**111377 ANOKA MUNICIPAL UTILITY**							
		78.80	STREETLIGHTS		128576	22-990005-01 OCT 2024	9603.6371		ELECTRIC UTILITIES	STREET LIGHTING FUND
		43.49	TRAFFIC SIGNALS		128577	22-612000-01 OCT 2024	0260.6371		ELECTRIC UTILITIES	TRAFFIC ENGINEERING
		70.11	TRAFFIC SIGNALS		128578	22-613120-01 OCT 2024	0260.6371		ELECTRIC UTILITIES	TRAFFIC ENGINEERING
		48.31	STREETLIGHTS		128579	22-610280-00 OCT 2024	9603.6371		ELECTRIC UTILITIES	STREET LIGHTING FUND
		240.71								
119820	**11/21/2024**		**100297 CENTERPOINT ENERGY**							
		80.55	NATURAL GAS PH 3		128566	8782239-1 OCT 2024	9601.6373		GAS	WATER FUND
		1,863.53	C/H GAS		128568	6702493-5 OCT 2024	0194.6373		GAS	GENERAL GOVERNMENT BUILDING
		174.39	GAS UTILITIES STATION 2		128570	5961540-1 OCT 2024	0220.6373		GAS	FIRE PROTECTION
		113.68	GAS UTILITIES STATION 1		128571	5914352-9 OCT 2024	0220.6373		GAS	FIRE PROTECTION
		70.41	10/8-11/6/24 ELETRIC US		128572	6011580-5 OCT 2024	9410.6373	00041012	GAS	RALF FUNDED PROJECTS
		2,302.56								
119821	**11/21/2024**		**119788 ECM UNION HERALD**							
		16.00	UNION LOBBY COPY OCTOBER 24		128573	43949	0130.6452		SUBSCRIPTIONS	ADMINISTRATION
		16.00								
119822	**11/21/2024**		**121437 PAUL BUNYAN PLUMBING LLC**							
		35.00	PERMIT RA060042 CANCEL		128567	11132024	9101.4206		PLUMBING PERMIT	GENERAL FUND
		1.00	PERMIT RA060042 CANCEL		128567	11132024	9101.2081		SURCHARGES-PERMITS	GENERAL FUND
		36.00								
119823	**11/21/2024**		**120711 TOP TIER HEATING & AIR CONDITIONING**							
		35.00	CANCEL PERMIT RA059119		128563	RA059119	9101.4208		MECHANICAL PERMIT	GENERAL FUND
		1.00	CANCEL PERMIT RA059119		128563	RA059119	9101.2081		SURCHARGES-PERMITS	GENERAL FUND
		36.00								
119824	**11/25/2024**		**100179 FIRE FIGHTERS RELIEF ASSN**							
		588.00			128441	1115241449181	9101.2177		UNION DUES	GENERAL FUND
		588.00								

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
119824	**11/25/2024**		**100179 FIRE FIGHTERS RELIEF ASSN**						**Continued...**	
119871	**11/27/2024**		**100948 ANOKA COUNTY LICENSE CENTER**							
		66.00	TE PLATES FOR #383 & #384		128619	11272024	0194.6249		MISCELLANEOUS OPERATING SUPPLY	GENERAL GOVERNMENT BUILDING
		66.00								
119872	**11/27/2024**		**100116 CONNEXUS ENERGY**							
		19.19	ELECTRIC SERVICE/7040 173RD AV		128627	444931-3270 OCT 2024	0452.6371		ELECTRIC UTILITIES	PARK & RECREATION
		19.19								
119873	**11/27/2024**		**110324 DEAN'S PROFESSIONAL PLUMBING**							
		25.00	PERMIT RA060179 CANCEL		128624	11212024	9101.4214		ELECTRICAL INSPECTION PERMIT	GENERAL FUND
		1.00	PERMIT RA060179 CANCEL		128624	11212024	9101.2081		SURCHARGES-PERMITS	GENERAL FUND
		26.00								
119874	**11/27/2024**		**107691 DEPT EMPLOYMENT AND ECONOMIC DEVELOPMENT**							
		1.00	MN UNEMPLOYMENT FEE		128623	07982002 11122024	0130.6315		MISCELLANEOUS PROFESSIONAL SER	ADMINISTRATION
		1.00								
119875	**11/27/2024**		**119802 HUYNH, SANG & DANH, TOAN**							
		521.10	REFUND ESCROW BALANCE		128620	A118929	9804.6433	00118929	REFUNDS	ESCROW ACCOUNTS
		521.10								
119876	**11/27/2024**		**121469 PCS BUILDING COMPANY**							
		197,197.00	PACT WARRANTY ESCROW		128622	A119643	9804.6433	00119643	REFUNDS	ESCROW ACCOUNTS
		197,197.00								
119877	**11/27/2024**		**117544 QUADIENT FINANCE USA INC**							
		2,000.00	POSTAGE REFILL		128632	RAMSEY000000000 31224062-3	9101.1551		POSTAGE METER DEPOSIT	GENERAL FUND
		2,000.00								
119878	**11/27/2024**		**114151 TASC (FEES)**							
		232.25	HRA/REBA FEES -NOV '24		128633	IN3293154	0130.6315		MISCELLANEOUS PROFESSIONAL SER	ADMINISTRATION
		232.25								
119879	**11/27/2024**		**113539 WINSUPPLY TWIN CITIES MN CO.**							
		.40-	EARLY PAY DISCOUNT		128629	165803	0312.6257		OTHER VEHICLE PARTS	SNOW & ICE REMOVAL
		19.87	TRK. #662		128629	165803	0312.6257		OTHER VEHICLE PARTS	SNOW & ICE REMOVAL

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
119879	11/27/2024		113539 WINSUPPLY TWIN CITIES MN CO.						Continued...	
		19.47								
1007212	11/22/2024		110402 ADVANCE AUTO PARTS							
		199.24	MISC PARTS		128564	10312024	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		46.74	MISC PARTS		128564	10312024	0452.6257		OTHER VEHICLE PARTS	PARK & RECREATION
		245.98								
1007213	11/22/2024		119638 O'REILLY AUTO PARTS							
		.70-	EARLY PAY DISCOUNT		128569	6193-184030	0194.6281		SMALL TOOLS & MINOR EQUIPMENT	GENERAL GOVERNMENT BUILDING
		35.15	ERASER WHEEL		128569	6193-184030	0194.6281		SMALL TOOLS & MINOR EQUIPMENT	GENERAL GOVERNMENT BUILDING
		2.37-	EARLY PAY DISCOUNT		128574	6193-183789	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		118.33	FIRE #565		128574	6193-183789	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		1.38-	EARLY PAY DISCOUNT		128575	6193-183900	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		68.97	FIRE #565		128575	6193-183900	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		218.00								
1007214	11/22/2024		116813 SCHMIDT, KATIE							
		7.50	11.3.24 P/U BALLOTS ANOKA CO		128562	11212024	0141.6249		MISCELLANEOUS OPERATING SUPPLY	ELECTIONS
		23.92	11.5.24 VISIT POLL LOCATIONS /		128562	11212024	0141.6249		MISCELLANEOUS OPERATING SUPPLY	ELECTIONS
		0.00	DROP MATERIAL AT ANOKA CO		128562	11212024	0141.6249		MISCELLANEOUS OPERATING SUPPLY	ELECTIONS
		31.42								
1007215	11/22/2024		116702 TORSETH, JEMMA							
		49.98	11.18.24 COSTCO CAKE KATERS		128565	11212024	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		0.00	RETIREMENT		128565	11212024	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		49.98								
1007216	11/26/2024		100257 LAW ENFORCEMENT LABOR SRV INC							
		987.00			128247	1106241207582	9101.2177		UNION DUES	GENERAL FUND
		987.00			128495	1120241105382	9101.2177		UNION DUES	GENERAL FUND
		1,974.00								
1007217	11/26/2024		100298 MN AFSCME COUNCIL 5							
		559.93			128248	1106241207583	9101.2177		UNION DUES	GENERAL FUND
		559.74			128496	1120241105383	9101.2177		UNION DUES	GENERAL FUND
		1,119.67								
1007268	11/29/2024		100291 MET COUNCIL SAC							
		82,005.00	SAC REMITTANCE		128621	11272024	9602.2083		SAC CHARGES	SEWER FUND
		820.05-	SAC REMITTANCE DISCOUNT		128621	11272024	9602.4356		SEWER AVAILABILITY CHARGE-ADM	SEWER FUND

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
1007268	**11/29/2024**		**100291 MET COUNCIL SAC**						**Continued...**	
		81,184.95								
1007269	**11/29/2024**		**119638 O'REILLY AUTO PARTS**							
		1.39-	EARLY PAY DISCOUNT		128628	6193-184022	0311.6227		LUBRICANTS & ADDITIVES	STREET MAINTENANCE
		69.54	FIRE #565		128628	6193-184022	0311.6227		LUBRICANTS & ADDITIVES	STREET MAINTENANCE
		107.97	FIRE #575		128630	6193-184548	0311.6227		LUBRICANTS & ADDITIVES	STREET MAINTENANCE
		2.63-	EARLY PAY DISCOUNT		128630	6193-184548	0311.6227		LUBRICANTS & ADDITIVES	STREET MAINTENANCE
		23.41	FIRE #575		128630	6193-184548	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		2.70-	EARLY PAY DISCOUNT		128631	6193-184635	9601.6281		SMALL TOOLS & MINOR EQUIPMENT	WATER FUND
		134.99	TRK. #670		128631	6193-184635	9601.6281		SMALL TOOLS & MINOR EQUIPMENT	WATER FUND
		329.19								
1007270	**11/29/2024**		**100459 STANDARD INSURANCE COMPANY**							
		2,313.00	NOV 2024 LIFE INS PREMIUMS		128625	772596 0001 NOV 2024	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
		2,313.00								
1007271	**11/29/2024**		**114486 SUN LIFE ASSURANCE COMPANY OF CANADA**							
		584.36	NOV 2024 LTD VOL		128626	237724 NOV 2024	9101.2170		DENTAL/DISABILITY/LIFE	GENERAL FUND
		448.46	NOV 2024 LTD NON VOL		128626	237724 NOV 2024	9101.2170		DENTAL/DISABILITY/LIFE	GENERAL FUND
		1,032.82								
97112224	**11/22/2024**		**115568 ALERUS FINANCIAL NA**							
		9,327.38			128494	11202411053814	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
		9,327.38								
98112224	**11/22/2024**		**107962 TOTAL ADMINISTRATIVE SERV (DO NOT USE)**							
		728.00			128491	11202411053811	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
		728.00								
99112224	**11/22/2024**		**100219 HOME DEPOT COMMERCIAL ACCT PROGRAM**							
		173.67	11.6.24 MISC TRAINING SUPPLIES		128580	11212024	0220.6335		TRAINING	FIRE PROTECTION
		3.47-	EARLY PAY DISCOUNT		128580	11212024	0220.6335		TRAINING	FIRE PROTECTION
		170.20								
99179600	**11/22/2024**		**114790 GREAT WEST LIFE AND ANNUITY INS CO**							
		14,448.35			128492	11202411053812	9101.2175		DEFERRED COMPENSATION	GENERAL FUND
		14,448.35								
99185236	**11/22/2024**		**114790 GREAT WEST LIFE AND ANNUITY INS CO**							

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
99185236	11/22/2024		114790 GREAT WEST LIFE AND ANNUITY INS CO						Continued...	
		6,306.30			128493	11202411053813	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
		6,306.30								
99240307	11/22/2024		100301 MN CHILD SUPPORT PAYMENT CNTR							
		266.72			128497	1120241105384	9101.2185		GARNISHMENTS/SUPPORT	GENERAL FUND
		266.72								
99403674	11/22/2024		101306 IRS							
		649.86			128443	1115241449183	9101.2171		FEDERAL WITHHOLDING	GENERAL FUND
		1,826.49			128444	1115241449184	9101.2173		FICA & MEDICARE-EMPLOYEE	GENERAL FUND
		1,826.49			128445	1115241449185	9101.2182		FICA & MEDICARE-EMPLOYER	GENERAL FUND
		375.00			128486	1118241623044	9101.2171		FEDERAL WITHHOLDING	GENERAL FUND
		294.24			128487	1118241623045	9101.2173		FICA & MEDICARE-EMPLOYEE	GENERAL FUND
		294.24			128488	1118241623046	9101.2182		FICA & MEDICARE-EMPLOYER	GENERAL FUND
		21,260.93			128490	11202411053810	9101.2182		FICA & MEDICARE-EMPLOYER	GENERAL FUND
		48,873.58			128501	1120241105388	9101.2171		FEDERAL WITHHOLDING	GENERAL FUND
		21,260.93			128502	1120241105389	9101.2173		FICA & MEDICARE-EMPLOYEE	GENERAL FUND
		96,661.76								
99760608	11/22/2024		100601 MN DEPT OF REV WH							
		536.08			128442	1115241449182	9101.2172		STATE WITHHOLDING	GENERAL FUND
		50.00			128485	1118241623043	9101.2172		STATE WITHHOLDING	GENERAL FUND
		20,052.03			128500	1120241105387	9101.2172		STATE WITHHOLDING	GENERAL FUND
		20,638.11								
99767102	11/22/2024		100223 ICMA RETIREMENT TRUST 457							
		1,753.08			128489	1120241105381	9101.2175		DEFERRED COMPENSATION	GENERAL FUND
		1,753.08								
99775942	11/22/2024		100398 PUBLIC EMPLOYEES RETIREMENT ASSN							
		133.33			128483	1118241623041	9101.2174		PERA-EMPLOYEE	GENERAL FUND
		133.33			128484	1118241623042	9101.2183		PERA-EMPLOYER	GENERAL FUND
		41,752.11			128498	1120241105385	9101.2174		PERA-EMPLOYEE	GENERAL FUND
		57,224.30			128499	1120241105386	9101.2183		PERA-EMPLOYER	GENERAL FUND
		99,243.07								
		541,343.26	Grand Total							

Payment Instrument Totals

Checks	203,301.28
EFT Payments	249,542.97

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
		541,343.26	Grand Total							

Payment Instrument Totals

Checks	203,301.28
EFT Payments	249,542.97
A/P ACH Payment	88,499.01
Total Payments	541,343.26

Payment Group Control Number 3921
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument Check Payment
Pay Through Date 12/11/2024

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
113185	3-WAY ELECTRIC INC		PV	128679	001	00999	11/22/2024	24103	1,100.00		113185	3-WAY ELECTRIC INC
	3-WAY ELECTRIC INC 19949 ST FRANCIS BLVD ANOKA MN 55303			Summary Total					1,100.00			
				Payment Amount					1,100.00			
106615	AMERICAN TEST CENTER INC		PV	128603	001	00999	11/11/2024	2242186	1,373.00		106615	AMERICAN TEST CE INC
	AMERICAN TEST CENTER, INC P O BOX 408, 2773 PRAIRIE DRIVE RIVER FALLS WI 54022			Summary Total					1,373.00			
				Payment Amount					1,373.00			
111938	ANOKA CHAMPLIN FIRE DEPARTMENT		PV	128664	001	00999	7/10/2024	07102024	500.00		111938	ANOKA CHAMPLIN F DEPARTMENT
	ANOKA CHAMPLIN FIRE DEPARTMENT 275 HARRISON STREET ANOKA MN 55303			Summary Total					500.00			
				Payment Amount					500.00			
100063	ASPEN MILLS		PV	128610	001	00999	11/15/2024	343087	67.10		100063	ASPEN MILLS
	ASPEN MILLS 8201 C CENTRAL AVE NE SPRING LAKE PARK MN 55432			Summary Total					67.10			
			PV	128662	001	00999	11/22/2024	343488	14.85			
				Summary Total					14.85			
			PV	128663	001	00999	11/19/2024	343245	358.85			
				Summary Total					358.85			
			PV	128682	001	00999	11/25/2024	343644	25.70			

Payment Group Control Number 3921
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument Check Payment
Pay Through Date 12/11/2024

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
				Summary Total					25.70			
				Payment Amount					466.50			
119134	CINTAS (FIRST AID VENDOR)		PV	128736	001	00999	11/25/2024	5241459705	455.64		119134	CINTAS (FIRST AID VENDOR)
	CINTAS PO BOX 631025 CINCINNATI OH 45263-1025			Summary Total					455.64			
				Payment Amount					455.64			
110483	CITY OF ST PAUL		PV	128733	001	00999	11/20/2024	IN60808	226.47		110483	CITY OF ST PAUL
	CITY OF ST PAUL OFFICE OF FINANCIAL SERVICES 15 W KELLOGG BLVD SUITE 700 ST PAUL MN 55102			Summary Total					226.47			
				Payment Amount					226.47			
100167	CORNERSTONE FORD	EP DISCOUNT TAKEN	PV	128654	001	00999	11/19/2024	15481567	26.88		100167	CORNERSTONE FOF
	CORNERSTONE FORD 17219 HIGHWAY 10 NW PO BOX 304 ELK RIVER MN 55330			Summary Total					26.88			
				Payment Amount					26.88			
112411	COUNTRY SIDE SERVICES OF MN INC		PV	128643	001	00999	11/20/2024	1-112690	665.30		112411	COUNTRY SIDE SERVICES OF MN IN
	COUNTRY SIDE SERVICES OF MN INC			Summary Total					665.30			

Payment Group Control Number 3921
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument Check Payment
Pay Through Date 12/11/2024

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Name
	6228 HIGHWAY 10 NW RAMSEY MN 55303											
				Payment Amount					665.30			
120341	DAMON FARBER ASSOCIATES, INC		PV	128616	001	00999	11/18/2024	99372	100.50		120341	DAMON FARBER ASSOCIATES, INC
	DAMON FARBER ASSOCIATES, INC 310 SOUTH 4TH AVE STE 7050 MNNEAPOLIS MN 55415			Summary Total					100.50			
				Payment Amount					100.50			
121450	E AND M COATINGS		PV	128651	001	00999	11/11/2024	249	1,000.00		121450	E AND M COATINGS
	E AND M COATINGS PO BOX 471 ISANTI MN 55040			Summary Total					1,000.00			
				Payment Amount					1,000.00			
110760	FIRE SAFETY USA, INC		PV	128599	001	00999	11/20/2024	194316	6,985.00		110760	FIRE SAFETY USA, I
	FIRE SAFETY USA, INC 3253 19TH STREET NW ROCHESTER MN 55901			Summary Total					6,985.00			
				Payment Amount					6,985.00			
115760	HENRY SCHEIN INC		PV	128657	001	00999	11/11/2024	26543493	109.69		115760	HENRY SCHEIN INC
	HENRY SCHEIN INC DEPT CH 10241 PALATINE IL 60055-0241			Summary Total					109.69			

Payment Group Control Number 3921
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument Check Payment
Pay Through Date 12/11/2024

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
		Payment Amount							109.69			
117140	HOUSE RESCUERS LLC		PV	128650	001	00999	11/17/2024	11172024	925.00		117140	HOUSE RESCUERS I
	HOUSE RESCUERS LLC 29809 137TH STREET NW PRINCETON MN 55371	Summary Total							925.00			
		Payment Amount							925.00			
119192	ISTATE TRUCK CENTER		PV	128727	001	00999	11/22/2024	C244009102	279.24		119192	ISTATE TRUCK CENT
	ISTATE TRUCK CENTER NW 7246 PO BOX 1450 MINNEAPOLIS MN 55485-7246	Summary Total							279.24			
			PV	128729	001	00999	11/22/2024	C244009126	80.90			
		Summary Total							80.90			
		Payment Amount							360.14			
100256	LANO EQUIPMENT INC		PV	128647	001	00999	11/18/2024	02-1118889	40.58		100256	LANO EQUIPMENT IN
	LANO EQUIPMENT INC 6140 HIGHWAY 10 NW ANOKA MN 55303	Summary Total							40.58			
			PV	128730	001	00999	11/25/2024	02-1120411	3,995.48			
		Summary Total							3,995.48			
		Payment Amount							4,036.06			
100270	MACQUEEN EQUIPMENT INC		PV	128724	001	00999	11/22/2024	P61290	397.62		100270	MACQUEEN EQUIPM INC
	MACQUEEN EQUIPMENT INC 1125 7TH STREET EAST ST PAUL MN 55106	Summary Total							397.62			
		Payment Amount										

Payment Group Control Number 3921
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument Check Payment
Pay Through Date 12/11/2024

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
									397.62			
103472	MAILING SOLUTIONS		PV	128613	001	00999	11/18/2024	42385	340.66		103472	MAILING SOLUTIONS
	MAILING SOLUTIONS 2951 100TH CT NE #150 BLAINE MN 55449-5126			Summary Total					340.66			
				Payment Amount					340.66			
120041	MARTIN MARIETTA MATERIALS		PV	128659	001	00999	11/19/2024	44446548	151.74		120041	MARTIN MARIETTA MATERIALS
	MARTIN MARIETTA MATERIALS PO BOX 93186 CHICAGO IL 60673-3186			Summary Total					151.74			
				Payment Amount					151.74			
118388	MITCHELL 1		PV	128734	001	00999	11/18/2024	IB31866453	80.00		118388	MITCHELL 1
	MITCHELL 1 25029 NETWORK PLACE CHICAGO IL 60673-1250			Summary Total					80.00			
				Payment Amount					80.00			
100328	MN DEPT OF HEALTH WATER	due by 12-31-24	PV	128582	001	00999	11/14/2024	11142024	13,244.00		100328	MN DEPT OF HEALTH WATER
	MN DEPT OF HEALTH DRINKING WATER PROTECTION SECTION P O BOX 64494 ST PAUL MN 55164-4700			Summary Total					13,244.00			

Payment Group Control Number 3921
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument Check Payment
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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
				Payment Amount					13,244.00			
100345	NAPA AUTO PARTS ELK RIVER		PV	128723	001	00999	11/21/2024	272392	18.58		100345	NAPA AUTO PARTS E RIVER
	NAPA AUTO PARTS ELK RIVER			Summary Total					18.58			
	17137 YALE STREET NW		PV	128725	001	00999	11/22/2024	272606	7.69			
	ELK RIVER MN 55330			Summary Total					7.69			
				Payment Amount					26.27			
100421	REGAL AWARDS AND TROPHIES	11/18/24 Regal Award CC Plaque	PV	128614	001	00999	11/18/2024	07182	210.00		100421	REGAL AWARDS ANI TROPHIES
	REGAL AWARDS AND TROPHIES			Summary Total					210.00			
	15454 HEMATITE STREET NW											
	ANOKA MN 55303											
				Payment Amount					210.00			
118921	SHRED RIGHT		PV	128609	001	00999	11/7/2024	0036276	18.85		118921	SHRED RIGHT
	SHRED RIGHT			Summary Total					18.85			
	6301 W OLD SHAKOPEE ROAD SUITE A		PV	128612	001	00999	11/14/2024	0036410	581.40			
	BLOOMINGTON MN 55438			Summary Total					581.40			
				Payment Amount					600.25			
120195	SIR LINES-A-LOT LLC	FINAL PAYAPP 3 24-10 PVMT MARK	PV	128701	001	09402	12/3/2024	24-10 #3 FINAL	3,950.44		120195	SIR LINES-A-LOT LLC
	SIR LINES-A-LOT LLC			Summary Total					3,950.44			

Payment Group Control Number 3921
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument Check Payment
Pay Through Date 12/11/2024

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	7175 CAHILL ROAD EDINA MN 55439											
				Payment Amount					3,950.44			
120063	SKYLINE GRAPHICS		PV	128720	001	00999	11/19/2024	036106	2,362.00		120063	SKYLINE GRAPHICS
	SKYLINE GRAPHICS			Summary Total					2,362.00			
	1101 ALDRICH AVE N	CITY ENVELOPES	PV	128746	001	00999	11/16/2024	036096	675.00			
	MINNEAPOLIS MN 55411			Summary Total					675.00			
				Payment Amount					3,037.00			
121001	SUNSET SEALCOATING AND STRIPING LLC		PV	128678	001	00999	7/11/2024	379	850.00		121001	SUNSET SEALCOATI AND STRIPING LLC
	SUNSET SEALCOATING AND STRIPING LLC 25650 97TH ST NW ZIMMERMAN MN 55398			Summary Total					850.00			
				Payment Amount					850.00			
121395	TITAN RENTALS		PV	128735	001	00999	11/25/2024	RS0006102-2	1,144.00		121395	TITAN RENTALS
	TITAN MACHINERY / TITAN RENTALS 6340 COUNTY ROAD 101 E SHAKOPEE MN 55379-9052			Summary Total					1,144.00			
				Payment Amount					1,144.00			
121288	TWIN CITIES UTILITIES LLC	PAYAPP 3 24-04 FORD BROOKS EST	PV	128702	001	09605	12/3/2024	24-04 #3	4,731.36		121288	TWIN CITIES UTILITIES LLC
	TWIN CITIES UTILITIES LLC			Summary Total					4,731.36			

Payment Group Control Number	3921		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	JMORRISON		
Payment Instrument	Check Payment		
Pay Through Date	12/11/2024		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Document Itm	Document Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	38547 HOLM AVE NORTH BRANCH MN 55056											

Payment Amount	4,731.36	
Total Amount to be Processed	47,093.52	
Total Number of Payments to be Processed	28	

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Version LOGIS004V
Originator JMORRISON
Payment Instrument T A/P ACH Payment
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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
117343	AMAZON CAPITAL SERVICES INC		PV	128639	001	00999	11/25/2024	1XMN-XTGY-PR7H	527.24		117343	AMAZON CAPITAL SERVICES INC
	AMAZON CAPITAL SERVICES INC			Summary Total					527.24			
	PO BOX 035184		PV	128669	001	00999	11/25/2024	13TG-4TY1-R9N1	91.17			
	SEATTLE WA 98124-5184			Summary Total					91.17			
			PD	128681	001	00999	12/11/2024	1PVW-G7HM-NV1D	16.96-			
				Summary Total					16.96-			
				Payment Amount					601.45			
109256	AMERICAN ENGINEERING TESTING INC		PV	128640	001	00999	11/22/2024	INV-226108	1,745.75		109256	AMERICAN ENGINEE TESTING INC
	AMERICAN ENGINEERING TESTING INC			Summary Total					1,745.75			
	LOCKBOX 170023 PO BOX 1691		PV	128671	001	00999	11/19/2024	INV-226626	675.00			
	MINNEAPOLIS MN 55480-1691			Summary Total					675.00			
			PV	128672	001	00999	11/19/2024	INV-227624	9,243.00			
				Summary Total					9,243.00			
			PV	128673	001	00999	11/19/2024	INV-227401	1,142.50			
				Summary Total					1,142.50			
			PV	128674	001	00999	11/19/2024	INV-227394	3,755.00			
				Summary Total					3,755.00			
			PV	128675	001	00999	11/18/2024	INV-227571	660.00			
				Summary Total					660.00			
			PV	128677	001	00999	11/22/2024	INV-225998	767.50			
				Summary Total					767.50			
				Payment Amount					17,988.75			

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
107587	ANOKA COUNTY TREASURY DEPARTMENT		PV	128598	001	00999	11/13/2024	B241113M	492.00		107587	ANOKA COUNTY TREASURY DEPARTI
	ANOKA COUNTY TREASURY DEPARTMENT 2100 3RD AVE STE 300 ANOKA MN 55303-5029			Summary Total					492.00			
				Payment Amount					492.00			
114740	BOND TRUST SERVICES CORPORATION	Inv #90917	PV	128584	001	00999	10/15/2024	90917	599,696.88		114740	BOND TRUST SERVI CORPORATION
	BOND TRUST SERVICES CORPORATION			Summary Total					599,696.88			
	ATTEN: ACCOUNTS RECEIVABLE	Inv #90912	PV	128585	001	00999	10/15/2024	90912	94,085.00			
	3060 CENTRE POINTE DRIVE SUITE 110			Summary Total					94,085.00			
	ROSEVILLE MN 55113-1105	Inv #90916	PV	128586	001	00999	10/15/2024	90916	782,000.00			
				Summary Total					782,000.00			
		Inv #90915	PV	128587	001	00999	10/15/2024	90915	1,016,475.00			
				Summary Total					1,016,475.00			
		Inv #90911	PV	128588	001	00999	10/15/2024	90911	175,150.00			
				Summary Total					175,150.00			
		Inv# 91083	PV	128589	001	00999	10/15/2024	91083	100.00			
				Summary Total					100.00			
		Inv #90908	PV	128590	001	00999	10/15/2024	90908	96,116.25			
				Summary Total					96,116.25			
		Inv #91084	PV	128591	001	00999	10/15/2024	91084	475.00			
				Summary Total					475.00			
		Inv #90914	PV	128592	001	00999	10/15/2024	90914	60,607.50			

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
				Summary Total					60,607.50			
		Inv #90913	PV	128593	001	00999	10/15/2024	90913	129,300.00			
				Summary Total					129,300.00			
				Payment Amount					2,954,005.63			
103641	BOYER TRUCKS		PV	128642	001	00999	11/20/2024	093P24470	325.51		103641	BOYER TRUCKS
	BOYER TRUCKS P O BOX 335 BRIGHTON CO 80601			Summary Total					325.51			
			PV	128649	001	00999	11/18/2024	093P24315	2,729.11			
				Summary Total					2,729.11			
				Payment Amount					3,054.62			
100619	BRAUN INTERTEC CORPORATION		PV	128676	001	00999	11/20/2024	B409633	1,472.00		100619	BRAUN INTERTEC CORPORATION
	BRAUN INTERTEC CORPORATION LOCKBOX 446035 P O BOX 64384 ST PAUL MN 55164-0384			Summary Total					1,472.00			
				Payment Amount					1,472.00			
117484	CHET S SHOES LLC		PV	128641	001	00999	11/19/2024	LLC190809	150.00		117484	CHET S SHOES LLC
	CHET S SHOES LLC 8355 UNIVERSITY AVENUE NE SPRING LAKE PARK MN 55432			Summary Total					150.00			
				Payment Amount					150.00			
116197	CINTAS CORPORATION		PV	128604	001	00999	11/15/2024	4211693396	60.14		116197	CINTAS CORPORATI

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	CINTAS CORPORATION			Summary Total					60.14			
	CINTAS LOC #4K		PV	128656	001	00999	11/20/2024	4212218413	65.18			
	P O BOX 650838			Summary Total					65.18			
	DALLAS TX 75265-0838		PV	128658	001	00999	11/21/2024	4212372553	45.50			
				Summary Total					45.50			
			PV	128741	001	00999	11/26/2024	4212872686	115.43			
				Summary Total					115.43			
				Payment Amount					286.25			
100134	CUTTER SALES INC		PV	128740	001	00999	11/26/2024	174145	161.09		100134	CUTTER SALES INC
	CUTTER SALES INC			Summary Total					161.09			
	8844 ZEALAND AVENUE NORTH		PV	128742	001	00999	11/27/2024	174167	12.30			
	BROOKLYN PARK MN 55445			Summary Total					12.30			
				Payment Amount					173.39			
111818	DEANO'S COLLISION SPECIALISTS INC		PV	128611	001	00999	11/13/2024	66670	683.95		111818	DEANO'S COLLISION SPECIALISTS INC
	DEANO'S COLLISION SPECIALISTS INC			Summary Total					683.95			
	11063 173RD AVENUE											
	ELK RIVER MN 55330											
				Payment Amount					683.95			
113306	DEFINITIVE TECHNOLOGY SOLUTIONS INC		PV	128747	001	00999	11/22/2024	INV283336	425.72		113306	DEFINITIVE TECHNOLOGY SOLU INC

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	DEFINITIVE TECHNOLOGY SOLUTIONS INC 9401 JAMES AVENUE SOUTH SUITE 162 BLOOMINGTON MN 55431-2549			Summary Total					425.72			
				Payment Amount					425.72			
100144	DEHN OIL COMPANY		PV	128726	001	00999	11/21/2024	25236318	2,139.64		100144	DEHN OIL COMPANY
	DEHN OIL COMPANY 6735 141ST AVENUE NW RAMSEY MN 55303			Summary Total					2,139.64			
				Payment Amount					2,139.64			
100158	ECM PUBLISHERS INC	Inv #1024254	PV	128583	001	00999	11/15/2024	1024254	48.37		100158	ECM PUBLISHERS IN
	ECM PUBLISHERS INC 4095 COON RAPIDS BLVD COON RAPIDS MN 55433			Summary Total					48.37			
			PV	128617	001	00999	11/15/2024	1024255	48.37			
				Summary Total					48.37			
			PV	128618	001	00999	11/15/2024	1024256	53.75			
				Summary Total					53.75			
			PV	128744	001	00999	11/22/2024	1025134	247.24			
				Summary Total					247.24			
				Payment Amount					397.73			
114680	ELECTRICAL PRODUCTION SERVICES INC		PV	128596	001	00999	11/19/2024	9883	4,793.82		114680	ELECTRICAL PRODUCTION SERVI INC
	ELECTRICAL PRODUCTION SERVICES INC 4201 NOREX DRIVE SUITE 200			Summary Total					4,793.82			
			PV	128637	001	00999	11/22/2024	22882	3,909.36			

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Payment Instrument T A/P ACH Payment
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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	CHASKA MN 55318			Summary Total					3,909.36			
			PV	128680	001	00999	11/26/2024	9944	882.00			
				Summary Total					882.00			
				Payment Amount					9,585.18			
113651	ELECTRO WATCHMAN INC		PV	128597	001	00999	11/12/2024	432161	315.00		113651	ELECTRO WATCHMA
	ELECTRO WATCHMAN INC ONE W WATER STREET SUITE 110 ST PAUL MN 55107			Summary Total					315.00			
				Payment Amount					315.00			
108737	EMERGENCY AUTOMOTIVE TECHNOLOGY INC		PV	128607	001	00999	11/19/2024	DL11142424A	99.18		108737	EMERGENCY AUTOM TECHNOLOGY INC
	EMERGENCY AUTOMOTIVE TECHNOLOGY INC 2755 GENEVA AVE N OAKDALE MN 55128			Summary Total					99.18			
				Payment Amount					99.18			
113321	FACTORY MOTOR PARTS CO		PV	128739	001	00999	11/26/2024	6-1685721	44.88		113321	FACTORY MOTOR PA CO
	FACTORY MOTOR PARTS CO BIN 139107 P O BOX 9107 MINNEAPOLIS MN 55480-9107			Summary Total					44.88			
				Payment Amount					44.88			
100143	FERGUSON WATERWORKS #		PV	128594	001	00999	11/15/2024	0540260	183.00		100143	FERGUSON WATERV

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Payment Instrument T A/P ACH Payment
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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
2518											# 2518	
	FERGUSON WATERWORKS 2516			Summary Total					183.00			
	P O BOX 802817		PV	128638	001	00999	11/21/2024	0540653	733.20			
	CHICAGO IL 60680-2817			Summary Total					733.20			
				Payment Amount					916.20			
116933	GREAT PLAINS FIRE INC		PV	128605	001	00999	11/20/2024	8598	2,041.96		116933	GREAT PLAINS FIRE INC
	GREAT PLAINS FIRE INC			Summary Total					2,041.96			
	17277 230TH STREET											
	FERGUS FALLS MN 56537			Payment Amount					2,041.96			
100209	HAKANSON ANDERSON ASSOC INC		PV	128665	001	00999	11/20/2024	54108	1,074.20		100209	HAKANSON ANDERS ASSOC INC
	HAKANSON ANDERSON ASSOC INC			Summary Total					1,074.20			
	3601 THURSTON AVENUE		PV	128670	001	00999	11/20/2024	54109	11,743.75			
	ANOKA MN 55303-1063			Summary Total					11,743.75			
				Payment Amount					12,817.95			
118946	HOTSY MINNESOTA		PV	128645	001	00999	11/15/2024	23268	953.65		118946	HOTSY MINNESOTA
	HOTSY MINNESOTA			Summary Total					953.65			
	2951 100TH COURT NE SUITE 100											
	BLAINE MN 55449			Payment Amount					953.65			

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Payment Instrument T A/P ACH Payment
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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
112475	INNOVATIVE OFFICE SOLUTIONS		PV	128718	001	00999	11/27/2024	IN4705250	72.20		112475	INNOVATIVE OFFICE SOLUTIONS
	INNOVATIVE OFFICE SOLUTIONS LOCKBOX 131434 P O BOX 1414 MINNEAPOLIS MN 55480-1414			Summary Total					72.20			
				Payment Amount					72.20			
119690	JHFOSTER		PV	128732	001	00999	11/19/2024	10732926-00	2,046.03		119690	JHFOSTER
	JHFOSTER PO BOX 860625 MINNEAPOLIS MN 55486			Summary Total					2,046.03			
				Payment Amount					2,046.03			
116789	KIESLER POLICE SUPPLY INC		PV	128608	001	00999	11/18/2024	IN250335	107.50		116789	KIESLER POLICE SUPPLY INC
	KIESLER POLICE SUPPLY INC 2802 SABLE MILL ROAD JEFFERSONVILLE IN 47130			Summary Total					107.50			
			PV	128743	001	00999	11/26/2024	IN250848	221.26			
				Summary Total					221.26			
				Payment Amount					328.76			
121237	KURILLA CONTRACTING	PAYAPP3 24-54 WATERFRONT TRAIL	PV	128703	001	09805	12/4/2024	24-54 #3	8,181.07		121237	KURILLA CONTRACT
	KURILLA CONTRACTING 4450 HWY 25 N BUFFALO MN 55313			Summary Total					8,181.07			
				Payment Amount					8,181.07			

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
100266	LOGIS		PV	128634	001	00999	11/18/2024	101002	15.00		100266	LOGIS
	LOCAL GOVERNMENT INFORMATION SYSTEMS ASS			Summary Total					15.00			
	5750 DULUTH STREET		PV	128635	001	00999	11/18/2024	100003	164.00			
	GOLDEN VALLEY MN 55422-4036			Summary Total					164.00			
			PV	128636	001	00999	11/18/2024	100002	1,087.50			
				Summary Total					1,087.50			
				Payment Amount					1,266.50			
117425	MAUER MAIN CHEVROLET		PV	128652	001	00999	11/14/2024	5305705	158.60		117425	MAUER MAIN CHEVF
	MAUER MAIN CHEVROLET			Summary Total					158.60			
	435 WEST MAIN STREET		PV	128653	001	00999	11/15/2024	5305729	83.54			
	ANOKA MN 55303			Summary Total					83.54			
			PV	128655	001	00999	11/18/2024	5305745	179.14			
				Summary Total					179.14			
			PV	128738	001	00999	11/19/2024	5305751	95.66			
				Summary Total					95.66			
				Payment Amount					516.94			
100283	MENARDS COON RAPIDS		PV	128660	001	00999	11/23/2024	31464	69.99		100283	MENARDS COON RA
	MENARDS COON RAPIDS			Summary Total					69.99			
	3045 MAIN STREET		PV	128728	001	00999	11/22/2024	31408	18.40			
	COON RAPIDS MN 55448			Summary Total					18.40			
			PV	128737	001	00999	11/25/2024	31554	11.97			
				Summary Total					11.97			

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
		Payment Amount							100.36			
100284	MENARDS ELK RIVER		PV	128595	001	00999	11/12/2024	5849	199.54		100284	MENARDS ELK RIVE
	MENARDS ELK RIVER	Summary Total							199.54			
	19521 EVANS STREET NW		PV	128600	001	00999	11/15/2024	6017	146.20			
	ELK RIVER MN 55330-1077	Summary Total							146.20			
			PV	128601	001	00999	11/6/2024	5569	175.22			
		Summary Total							175.22			
			PV	128602	001	00999	11/12/2024	5873	119.40			
		Summary Total							119.40			
			PV	128648	001	00999	11/8/2024	5663	371.97			
		Summary Total							371.97			
			PV	128661	001	00999	11/20/2024	6301	172.13			
		Summary Total							172.13			
		Payment Amount							1,184.46			
108208	METRO PRODUCTS INC		PV	128731	001	00999	11/21/2024	183618	30.00		108208	METRO PRODUCTS
	METRO PRODUCTS INC	Summary Total							30.00			
	7401 CENTRAL AVENUE NE											
	FRIDLEY MN 55432	Payment Amount							30.00			
101234	NORTH VALLEY, INC		PV	128748	001	00999	11/12/2024	1700	1,821.61		101234	NORTH VALLEY, INC
	NORTH VALLEY, INC	Summary Total							1,821.61			
	20015 IGUANA STREET NW #100											
	NOWTHEN MN 55330											

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Payment Instrument T A/P ACH Payment
Pay Through Date 12/11/2024

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
		Payment Amount							1,821.61			
111090	NORTHDALE CONSTRUCTION	PAYAPP 8 21-08 WTR TRMT TRUNK	PV	128700	001	09601	12/3/2024	21-08 #8	296,261.34		111090	NORTHDALE CONSTRUCTION
	NORTHDALE CONSTRUCTION 9760 71ST STREET NE ALBERTVILLE MN 55301	Summary Total							296,261.34			
		Payment Amount							296,261.34			
100988	NORTHERN SAFETY TECHNOLOGY		PV	128646	001	00999	11/19/2024	58543	277.24		100988	NORTHERN SAFETY TECHNOLOGY
	NORTHERN SAFETY TECHNOLOGY 5708 UPPER 147TH STREET W SUITE 107 APPLE VALLEY MN 55124	Summary Total							277.24			
		Payment Amount							277.24			
100363	NORTHERN SANITARY SUPPLY CO		PV	128581	001	00999	11/20/2024	210091	126.20		100363	NORTHERN SANITAF SUPPLY CO
	NORTHERN SANITARY SUPPLY CO 341 COON RAPIDS BLVD MINNEAPOLIS MN 55433	Summary Total							126.20			
			PV	128719	001	00999	11/27/2024	210131	181.27			
		Summary Total							181.27			
		Payment Amount							307.47			
115071	NORTHLAND OCCUPATIONAL HEALTH		PV	128666	001	00999	11/22/2024	23785	200.00		115071	NORTHLAND OCCUPATIONAL HEA
	NORTHLAND OCCUPATIONAL HEALTH	Summary Total							200.00			

Payment Group Control Number 3922
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument T A/P ACH Payment
Pay Through Date 12/11/2024

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	7533 SUNWOOD DRIVE NW SUITE 212		PV	128667	001	00999	11/21/2024	23772	50.00			
	RAMSEY MN 55303			Summary Total					50.00			
			PV	128668	001	00999	11/21/2024	23760	200.00			
				Summary Total					200.00			
				Payment Amount					450.00			
113444	PRECISE		PV	128644	001	00999	11/19/2024	IN200-2001602	805.00		113444	PRECISE
	PRECISE 501 EAST CLIFF ROAD SUITE 100 BURNSVILLE MN 55337			Summary Total					805.00			
				Payment Amount					805.00			
107978	PREMIER COMMERCIAL PROPERTIES INC	6781 Hwy 10 Prop Mgmt	PV	128606	001	00999	11/20/2024	9779	600.00		107978	PREMIER COMMERC PROPERTIES INC
	PREMIER COMMERCIAL PROPERTIES INC 299 COON RAPIDS BLVD NW #200 COON RAPIDS MN 55433			Summary Total					600.00			
				Payment Amount					600.00			
117285	RUM RIVER CONSULTANTS		PV	128722	001	00999	11/17/2024	855	102,794.33		117285	RUM RIVER CONSULTANTS
	RUM RIVER CONSULTANTS 32134 111 1\2 STREET PRINCETON MN 55371			Summary Total					102,794.33			
				Payment Amount					102,794.33			

Payment Group Control Number 3922
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument T A/P ACH Payment
Pay Through Date 12/11/2024

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
119474	THE MPX GROUP THE MPX GROUP 7105 MEDICINE LAKE ROAD GOLDEN VALLEY MN 55427	Septic Forms	PV	128721	001	00999	11/26/2024	429589	162.18		119474	THE MPX GROUP
				Summary Total					162.18			
				Payment Amount					162.18			
100529	WENDELL'S INC WENDELL'S INC 6601 BUNKER LAKE BLVD PO BOX 458 RAMSEY MN 55303-0458	11/18/24 Wendells T Knight Nam	PV	128615	001	00999	11/18/2024	3000571	5.23		100529	WENDELL'S INC
				Summary Total					5.23			
		CC NAMEPLATES	PV	128745	001	00999	11/26/2024	3003480	58.39			
				Summary Total					58.39			
				Payment Amount					63.62			
				Total Amount to be Processed					3,425,914.24			
				Total Number of Payments to be Processed					40			

Checks - 47,093.52
ACH - 3,425,914.24
Total A/P - 3,473,007.76

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Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #24-365

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF NOVEMBER 21, 2024 THROUGH DECEMBER 4, 2024

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of November 21, 2024 through December 4, 2024 in the amount of $4,355,794.11 and

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

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

1) That the Ramsey City Council hereby approves the cash disbursements made and authorizes payment of the accounts payable invoices as detailed in the attached Bills List for the period November 21, 2024 through December 4, 2024, in the amount of $4,355,794.11.

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:

Mayor Kuzma
Councilmember
Councilmember
Councilmember
Councilmember
Councilmember
Councilmember

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 10th day of December, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session

Meeting Date: 12/10/2024

Primary Strategic Plan Initiative: Enhance City's communication through transparency and accountability.

Title

Adopt Resolution #24-350 Establishing Precinct and Polling Locations for the 2025 Election Year

Purpose/Background:

Purpose: To establish polling locations for 2025.

Background: State Statute requires both cities and school districts to pass a resolution prior to December 31st of each year setting polling locations for the following year if there are changes from the previous year. Council discussed one proposed polling location change on September 10, 2024, and November 26, 2024. The proposed change is for Ward 2 Precinct 1, which previously was located at Central Park; the new proposed polling place is St. Katharine Drexel Church located at 7633 161st Ave NW. The proposed change offers more than ample parking along with a much larger voting room to better assist voters.

Notification:

None required.

Funding Source:

None required.

Recommendation:

Staff recommends Council adopt the resolution establishing polling locations for 2025.

OutcomeAction:

Motion to Adopt Resolution #24-350 Establishing Precinct and Polling Locations for the 2025 Election Year.

Attachments

Resolution #24-350 b

MN Statute 204B.16

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	12/03/2024 09:11 AM
Form Started By: Katie Schmidt		Started On: 11/26/2024 06:08 PM
Final Approval Date: 12/03/2024		

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #24-350

RESOLUTION ESTABLISHING PRECINCT AND POLLING LOCATIONS FOR 2025 ELECTION YEAR

WHEREAS, Minnesota Statute 204B.16, subd. 1 requires the governing body of each municipality to designate by ordinance or resolution any changes to a polling place location no later than December 31st of the previous year, polling places for each election precinct; and

WHEREAS, there is one change to the polling locations to be used for the 2025 elections; and

WHEREAS, the polling places designated by resolution in December are the polling places to be used for elections in the following calendar year.

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

1) That the polling locations to be used for municipal precincts in calendar year 2025 are as follows:

Ward 1 – Precinct 1	**Pathways Community Church** **6341 – 167th Avenue NW**
Ward 1 – Precinct 2	**Cross of Hope Church** **5730 – 179th Lane NW**
Ward 2 – Precinct 1	**St. Katharine Drexel Church** **7633 – 161st Avenue NW**
Ward 2 – Precinct 2	**Ramsey Fire Station No. 1** **15050 Armstrong Blvd NW**
Ward 3 – Precinct 1	**Ramsey Municipal Center – Alexander Ramsey Room** **7550 Sunwood Drive NW**
Ward 3 – Precinct 2	**Public Works Building** **14199 Jasper St NW**
Ward 3 – Precinct 3	**Ramsey Municipal Center – Lake Itasca Room** **7550 Sunwood Drive NW**
Ward 4 – Precinct 1	**Ramsey Elementary School** **15000 Nowthen Blvd NW**
Ward 4 – Precinct 2	**Lord of Life Church** **14501 Nowthen Boulevard NW**

2) That the Ramsey City Council hereby directs the City Clerk to make all necessary notifications and preparations for elections held in 2025 as required by MN Statute, Rule and Administrative Policy of the City.

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 10th day of December, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

204B.16 POLLING PLACES; DESIGNATION.

Subdivision 1. **Authority; location.** (a) By December 31 of each year, the governing body of each municipality and of each county with precincts in unorganized territory must designate by ordinance or resolution any changes to a polling place location. A polling place must be maintained unless changed in accordance with this paragraph, or:

(1) pursuant to section 204B.175;

(2) because a polling place has become unavailable;

(3) because a township designates one location for all state, county, and federal elections and one location for all township only elections; or

(4) pursuant to section 204B.14, subdivision 3.

(b) Polling places must be designated and ballots must be distributed so that no one is required to go to more than one polling place to vote in a school district and municipal election held on the same day. The polling place for a precinct in a city or in a school district located in whole or in part in the metropolitan area defined by section 200.02, subdivision 24, shall be located within the boundaries of the precinct or within one mile of one of those boundaries unless a single polling place is designated for a city pursuant to section 204B.14, subdivision 2, or a school district pursuant to section 205A.11. The polling place for a precinct in unorganized territory may be located outside the precinct at a place which is convenient to the voters of the precinct. If no suitable place is available within a town or within a school district located outside the metropolitan area defined by section 200.02, subdivision 24, then the polling place for a town or school district may be located outside the town or school district within five miles of one of the boundaries of the town or school district.

Subd. 1a. **Notice to voters.** If the location of a polling place has been changed, the governing body establishing the polling place shall send to every affected household with at least one registered voter in the precinct a nonforwardable mailed notice stating the location of the new polling place at least 25 days before the next election. The secretary of state shall prepare a sample of this notice. A notice that is returned as undeliverable must be forwarded immediately to the county auditor. This subdivision does not apply to a polling place location that is changed on election day under section 204B.175.

Subd. 2. [Repealed, 1994 c 607 s 7]

Subd. 3. **Designation effective until changed.** The designation of a polling place pursuant to this section shall remain effective until a different polling place is designated for that precinct. No designation of a new or different polling place shall become effective less than 90 days prior to an election, including school district elections or referenda, and no polling place changes may occur during the period between the state primary and the state general election, except that a new polling place may be designated to replace a polling place that has become unavailable for use.

Subd. 4. **Prohibited locations.** No polling place shall be designated in any place where intoxicating liquors or nonintoxicating malt beverages are served or in any adjoining room. No polling place shall be designated in any place in which substantial compliance with the requirements of this chapter cannot be attained.

Subd. 5. **Access by elderly and persons with disabilities.** Each polling place shall be accessible to and usable by elderly individuals and individuals with disabilities. A polling place is deemed to be accessible and usable if it complies with the standards in paragraphs (a) to (f).

(a) At least one set of doors must have a minimum width of 32 inches if the doors must be used to enter or leave the polling place.

(b) Any curb adjacent to the main entrance to a polling place must have curb cuts or temporary ramps. Where the main entrance is not the accessible entrance, any curb adjacent to the accessible entrance must also have curb cuts or temporary ramps.

(c) Where the main entrance is not the accessible entrance, a sign shall be posted at the main entrance giving directions to the accessible entrance.

(d) At least one set of stairs must have a temporary handrail and ramp if stairs must be used to enter or leave the polling place.

(e) No barrier in the polling place may impede the path of persons with disabilities to the voting booth.

(f) At least one parking space for persons with disabilities, which may be temporarily so designated by the municipality for the day of the election, must be available near the accessible entrance.

The doorway, handrails, ramps, and disabled parking provided pursuant to this subdivision must conform to the standards specified in the State Building Code for accessibility by persons with disabilities.

A governing body shall designate as polling places only those places which meet the standards prescribed in this subdivision unless no available place within a precinct is accessible or can be made accessible.

Subd. 6. **Public facilities.** Every statutory city, home rule charter city, county, town, school district, and other public agency, including the University of Minnesota and other public colleges and universities, shall make their facilities, including parking, available for the holding of city, county, school district, state, and federal elections, subject to the approval of the local election official. A charge for the use of the facilities may be imposed in an amount that does not exceed the lowest amount charged to any public or private group.

Subd. 7. **Appropriate facilities.** The facilities provided in accordance with subdivision 6 shall be sufficient in size to accommodate all election activities and the requirements of subdivision 5. The space must be separated from other activities within the building. The local election official may approve space in two connecting rooms for registration and balloting activities. Except in the event of an emergency making the approved space unusable, the public facility may not move the election from the space approved by the local election official without prior approval. In addition to the requirements of subdivision 5, the public facility must make remaining parking spaces not in use for regularly scheduled activities available for voters.

History: *1981 c 29 art 4 s 16; 1983 c 124 s 4; 1984 c 471 s 5; 1985 c 307 s 1; 1987 c 266 art 1 s 25; 1991 c 227 s 12,13; 1991 c 349 s 36,37; 1992 c 474 s 1; 1993 c 223 s 10; 1997 c 147 s 29,30; 2000 c 467 s 16; 2004 c 293 art 2 s 18; 2005 c 56 s 1; 2005 c 156 art 6 s 35,36; 2008 c 244 art 1 s 11; 2017 c 92 art 1 s 14; art 2 s 8; 1Sp2021 c 12 art 4 s 8; 2023 c 62 art 4 s 78; 2024 c 112 art 2 s 18*

CC Regular Session

Meeting Date: 12/10/2024

Primary Strategic Plan Initiative: Not Applicable

Title:

Adopt Resolution #24-351 Approving Partial Payment to Twin Cities Utilities, LLC for Improvement Project #24-04, Ford Brook Estates Drainage Improvements.

Purpose/Background:

Resolution and Pay Request Attached.

Recommendation:

The Senior Engineering Technician has inspected the completed work and recommends partial payment to Twin Cities Utilities, LLC for improvement project #24-04, Ford Brooks Estates Drainage Improvements in the amount of $4,731.36.

Outcome/Action:

Motion to adopt Resolution #24-351 approving partial payment to Twin Cities Utilities, LLC for improvement project #24-04, Ford Brook Estates Drainage Improvements in the amount of $4,731.36.

Attachments

Pay Resolution #24-351

Pay Request

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	12/05/2024 10:16 AM
Brian Hagen	Brian Hagen	12/05/2024 10:45 AM
Form Started By: Stacie Damjanovich		Started On: 11/26/2024 09:28 AM
Final Approval Date: 12/05/2024		

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

RESOLUTION #24-351

RESOLUTION APPROVING PARTIAL PAYMENT No. 3 TO TWIN CITIES UTILITIES LLC. FOR FORD BROOK ESTATES DRAINAGE IMPROVEMENTS; IMPROVEMENT PROJECT #24-04

WHEREAS, the City of Ramsey proposes to construct drainage improvements within Ford Brook Estates to prevent stormwater runoff generated from the City-owned right-of-way for Ford Brook Estates from continuing to enter private property; and

WHEREAS, the City of Ramsey charges residents and businesses a monthly stormwater utility fee to provide a dedicated source of revenue for stormwater drainage projects to correct drainage issues and for stormwater maintenance operations; and

WHEREAS, pursuant to Ramsey City Council Resolution #23-280, adopted November 14, 2023, the City Engineer was ordered to prepare plans and specifications for Improvement Project #24-04 and Bolton & Menk, Inc. was authorized to collect topographic survey in the amount of $3,460.00 to assist with preparation of plans and specifications; and

WHEREAS, pursuant to Ramsey City Council Resolution #24-123, adopted May 28, 2024, the City Council approved final plans and specifications as prepared by the City Engineer and authorized advertisement for bids for the same improvements; and

WHEREAS, proposals were received for Construction Staking and As-built Survey of $4,162.00 from Bolton & Menk, Inc. for said improvements; and

WHEREAS, pursuant to Ramsey City Council Resolution #24-205, adopted July 23, 2024, a contract was awarded to Twin Cities Utilities LLC of North Branch, Minnesota, in the amount of $207,509.84 for said improvements; and

WHEREAS, as of December 10, 2024 $196,632.85 has been paid to date; and

WHEREAS, the Senior Engineering Technician has inspected the completed work and recommends partial payment No. 3 to Twin Cities Utilities, LLC, of North Branch, Minnesota, for improvement project #24-04, Ford Brook Estates Drainage Improvements, in the amount of $4,731.36.

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

1) The City Council hereby authorizes partial payment No. 3 to Twin Cities Utilities, LLC of North Branch, Minnesota for Improvement Project #24-04, Ford Brook Estates Drainage Improvements in the amount of $4,731.36.

2) The City Council hereby authorizes the Mayor and City Administrator to sign the release form for this payment.

3) The total amount of this payment is not included in resolutions approving payment of bills for the date of December 10, 2024.

4) The City of Ramsey Finance Department will be provided a signed copy of this resolution.

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 10th day of December, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

24-351

Pay Estimate Summary Sheet

Estimate Number:	3 Partial
Project Number:	24-04
Project Name:	Ford Brook Estates Drainage Improvements
Period Ending	November 30, 2024
Contractor:	Twin Cities Utilities LLC
Address:	38547 Holm Avenue, North Branch, MN 55056

1	Original Contract Amount		$ 207,509.84
2	Change Order(s)	No. ____ Thru No. ____	
3	Total Funds Encumbered		$ 207,509.84
4	Value of Work Completed		$ 203,398.19
5	Retainage	1 %	$ (2,033.98)
	Percent Complete	98%	
6	Deductions or Charges		
7	Total Earned Less Retainage (Lines 4+5+6)		$ 201,364.21
8	Previous Payment(s)		$ 196,632.85
9	**Payment Due (Lines 7-8)**		**$ 4,731.36**
10	Total Balance to Finish, Including Retainage (Lines 3-7)		$ 6,145.63

Certification of Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items, quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between owner and the undersigned Contractor, and as amended by any authorized changes and the foregoing is a true and correct statement of the contract amount for the period covered by this estimate.

TWIN CITIES UTILITIES LLC	RENE' GARCIA
Contractor Name	Print Name
PRESIDENT	Rene' Garcia
Title	Signature
	11.25.24
	Date

City of Ramsey Approval

	11/25/2024
Signature (Project Engineer)	Date
	11/26/2024
Signature (City Engineer)	Date

Ford Brook Estates Drainage Improvements
I.P. 24-04
Estimate No. 3 **Partial**
Period Ending November 30, 2024

			CONTRACT AMOUNT				COMPLETED THIS PERIOD		COMPLETED TO DATE	
Item No.	MnDOT No.	Item Description	Unit	Estimated Quantity	Unit Price	Extended Total	Quantity	Extended Total	Quantity	Extended Total
1	2021.501	MOBILIZATION	LS	1.0	$ 13,000.00	$ 13,000.00	0.0	$ -	1.0	$ 13,000.00
2	2104.502	REMOVE PIPE APRON	EA	4	$ 124.16	$ 496.64	0	$ -	4	$ 496.64
3	2104.502	SALVAGE PIPE APRON	EA	2	$ 124.26	$ 248.52	0	$ -	2	$ 248.52
4	2104.503	REMOVE CULVERT	LF	92	$ 11.11	$ 1,022.12	0	$ -	92	$ 1,022.12
5	2104.503	SALVAGE CULVERT	LF	40	$ 9.93	$ 397.20	0	$ -	40	$ 397.20
6	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	170	$ 5.33	$ 906.10	0	$ -	170	$ 906.10
7	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	220	$ 6.07	$ 1,335.40	0	$ -	220	$ 1,335.40
8	2104.504	REMOVE GRAVEL PAVEMENT	SY	53	$ 5.18	$ 274.54	0	$ -	53	$ 274.54
9	2106.507	EXCAVATION - COMMON (EV)	CY	150	$ 31.31	$ 4,696.50	0	$ -	150	$ 4,696.50
10	2106.507	SELECT GRANULAR BORROW (LV)	CY	190	$ 35.08	$ 6,665.20	0	$ -	190	$ 6,665.20
11	2118.507	AGGEGATE SURFACE CLASS 5 MODIFIED (CV)	CY	9	$ 181.42	$ 1,632.78	0	$ -	9	$ 1,632.78
12	2211.507	AGGREGATE BASE CLASS 5 MODIFIED (CV)	CY	25	$ 62.60	$ 1,565.00	0	$ -	25	$ 1,565.00
13	2357.506	BITMINOUS MATERIAL FOR TACK COAT	GAL	9	$ 3.56	$ 32.04	0	$ -	9	$ 32.04
14	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C)	TON	15	$ 320.00	$ 4,800.00	0	$ -	15	$ 4,800.00
15	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	26	$ 320.00	$ 8,320.00	0	$ -	26	$ 8,320.00
16	2501.502	12" RC PIPE APRON	EA	1	$ 1,145.15	$ 1,145.15	0	$ -	1	$ 1,145.15
17	2501.502	12" RC SAFETY APRON	EA	1	$ 1,274.03	$ 1,274.03	0	$ -	1	$ 1,274.03
18	2501.502	INSTALL SALVAGED 15" CMP APRON	EA	2	$ 124.26	$ 248.52	0	$ -	2	$ 248.52
19	2501.502	18" RC SAFETY APRON	EA	1	$ 1,407.51	$ 1,407.51	0	$ -	1	$ 1,407.51
20	2503.503	12" RCP PIPE SEWER CLASS III	LF	21	$ 50.80	$ 1,066.80	0	$ -	21	$ 1,066.80
21	2503.503	INSTALL SALVAGED 15" CM PIPE SEWER	LF	40	$ 16.51	$ 660.40	0	$ -	40	$ 660.40
22	2503.503	18" RCP PIPE SEWER CLASS III	LF	1034	$ 77.28	$ 79,907.52	0	$ -	1034	$ 79,907.52
23	2503.603	CLEAN & VIDEO PIPE SEWER	LF	1055	$ 4.53	$ 4,779.15	1055	$ 4,779.15	1055	$ 4,779.15
24	2506.502	CASTING ASSEMBLY (STORM)	EA	8	$ 888.99	$ 7,111.92	0	$ -	8	$ 7,111.92
25	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LF	42.20	$ 547.74	$ 23,114.63	0.00	$ -	42.20	$ 23,114.63
26	2511.509	RANDOM RIP RAP CLASS III	CY	7	$ 169.58	$ 1,187.06	0	$ -	7	$ 1,187.06
27	2563.601	TRAFFIC CONTROL	LS	1	$ 5,866.67	$ 5,866.67	0.0	$ -	1.0	$ 5,866.67
28	2573.502	STORM DRAIN INLET PROTECTION	EA	3	$ 208.00	$ 624.00	0	$ -	3	$ 624.00
29	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LF	240	$ 5.33	$ 1,279.20	0	$ -	120	$ 639.60
30	2573.503	SILT FENCE, TYPE MS	LF	110	$ 4.15	$ 456.50	0	$ -	83	$ 344.45
31	2574.507	TOPSOIL (LV)	CY	418	$ 48.00	$ 20,064.00	0	$ -	348	$ 16,704.00
32	2574.508	FERTILIZER TYPE 3	LBS	124	$ 1.44	$ 178.56	0	$ -	124	$ 178.56
33	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	SY	183	$ 2.13	$ 389.79	0	$ -	183	$ 389.79
34	2575.505	SEEDING	ACRE	0.62	$ 800.00	$ 496.00	0.00	$ -	0.62	$ 496.00
35	2575.508	HYDRAULIC MULCH MATRIX	LBS	2320	$ 4.04	$ 9,372.80	0	$ -	2320	$ 9,372.80
36	2575.508	SEED MIXTURE 25-141	LBS	5	$ 4.27	$ 21.35	0	$ -	5	$ 21.35
37	2575.508	SEED MIXTURE 25-151	LBS	116	$ 12.64	$ 1,466.24	0	$ -	116	$ 1,466.24
GRAND TOTALS						**$ 207,509.84**		**$ 4,779.15**		**$ 203,398.19**

Internal City Use Only				
Storm Water Utility Funds		$ 4,779.15		$ 203,398.19
Total Funds		$ 4,779.15		$ 203,398.19

CC Regular Session

Meeting Date: 12/10/2024

Primary Strategic Plan Initiative: Not Applicable

Title:

Adopt Resolution #24-352 Approving Final Payment to Sir Lines-A-Lot for Improvement Project #24-10, 2024 MSA Pavement Marking Improvements.

Purpose/Background:

Resolution and Pay Request Attached.

Time Frame/Observations/Alternatives:

Issuing final payment will be contingent on receipt of the following items from Sir Lines-A-Lot:

1. IC-134 (Contractor's Withholding Affidavit showing compliance with the provisions of Minnesota Statute 290.92 requiring withholding state income tax).
2. Waiver of Mechanic's Lien Rights (Affidavits that all claims against Sir Lines-A-Lot by reasons of the contract have been fully paid or satisfactorily secured).
3.Consent of Surety to Final Payment (Certification from the contractor's surety).

Following receipt of these items, final payment will be issued.

Recommendation:

The Senior Engineering Technician has inspected the completed work and recommends final payment to Sir Lines-A-Lot for improvement project #24-10, 2024 MSA Pavement Marking Improvements in the amount of $3,950.44.

Outcome/Action:

Motion to adopt Resolution #24-10 approving final payment to Sir Lines-A-Lot for improvement project #24-10, 2024 MSA Pavement Marking Improvements in the amount of $3,950.44.

Attachments

Pay Resolution #24-352

Pay Request

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	12/05/2024 10:18 AM
Brian Hagen	Brian Hagen	12/05/2024 10:45 AM
Form Started By: Stacie Damjanovich		Started On: 11/26/2024 02:17 PM
Final Approval Date: 12/05/2024		

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

RESOLUTION #24-352

RESOLUTION APPROVING FINAL PAYMENT TO SIR LINES-A-LOT FOR 2024 MSA PAVEMENT MARKING IMPROVEMENTS, IMPROVEMENT PROJECT #24-10

WHEREAS, visible pavement marking is a critical component of driver and pedestrian safety and are a required maintenance operation per MSA rules and standards; and

WHEREAS, the 2024 – 2033 Capital Improvement Program includes an annual MSA Pavement Marking Improvements project to perform pavement markings on a 5-year cycle, outside of reconstructions and pavement overlays; and

WHERAS, pursuant to Ramsey City Council Resolution #24-112, adopted April 23, 2024, the City Council approval final plans and specifications and authorized advertisement for bids for the same improvements; and

WHEREAS, pursuant to Ramsey City Council Resolution #24-141, adopted May 28, 2024 a contract was awarded to Sir Lines-A-Lot of Edina, Minnesota, in the amount of $46,151.95 for said improvements; and

WHEREAS, as of December 10, 2024 $35,314.01 has been paid to date; and

WHEREAS, the Senior Engineering Technician has inspected the completed work and recommends final payment to Sir Lines-A-Lot of Edina, Minnesota, for improvement project #24-10, 2024 MSA Pavement Marking Improvements, in the amount of $3,950.44.

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

1) The City Council hereby authorizes final payment to Sir Lines-A-Lot of Edina, Minnesota for Improvement Project #24-10, 2024 MSA Pavement Marking Improvements in the amount of $3,950.44.

2) The City Council hereby accepts the project and authorizes the Mayor and City Administrator to sign the release form for this payment.

3) The total amount of this payment is not included in resolutions approving payment of bills for the date of December 10, 2024.

4) The City of Ramsey Finance Department will be provided a signed copy of this resolution.

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 10th day of December, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

24-352

Pay Estimate Summary Sheet

Estimate Number:	3 Final
Project Number:	24-10
Project Name:	2024 MSA Pavement Markings
Period Ending	November 30, 2024
Contractor:	Sir Lines-A-Lot
Address:	7175 Cahill Road, Edina, MN 55303

1	Original Contract Amount		$ 46,151.95
2	Change Order(s)	No. ____ Thru No. ____	
3	Total Funds Encumbered		$ 46,151.95
4	Value of Work Completed		$ 39,264.45
5	Retainage	0 %	$ -
	Percent Complete	85%	
6	Deductions or Charges		$ -
7	Total Earned Less Retainage (Lines 4+5+6)		$ 39,264.45
8	Previous Payment(s)		$ 35,314.01
9	**Payment Due (Lines 7-8)**		**$ 3,950.44**
10	Total Balance to Finish, Including Retainage (Lines 3-7)		$ 6,887.50

Certificaiton of Final Payment

I hereby certify that, to the best of my knowledge and belief, all items, quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between owner and the undersigned Contractor, and as amended by any authorized changes and the foregoing is a true and correct statement of the amount for the Final Estimate, the provisions of M.S. 290.92 have been complied with and that all claims against me by reason of the contract have been paid or satisfactorily secured.

Sir Lines-A-Lot LLC	Gina Goehring
Contractor Name	Print Name
Project Accountant Lead	Gina Goehring
Title	Signature
	11-26-2024
	Date

City of Ramsey Approval

	11/26/2024
Signature (Project Engineer)	Date
	11/26/2024
Signature (City Engineer)	Date

2024 MSA Pavement Markings
I.P. 24-10
Estimate No. 3 **Final**
Period Ending November 30, 2024

			CONTRACT AMOUNT				COMPLETED THIS PERIOD		COMPLETED TO DATE	
Item No.	MnDOT No.	Item Description	Unit	Estimated Quantity	Unit Price	Extended Total	Quantity	Extended Total	Quantity	Extended Total
1	2021.501	MOBILIZATION	LS	1.0	$ 2,000.00	$ 2,000.00	0.25	$ 500.00	1.00	$ 2,000.00
2	2563.601	TRAFFIC CONTROL	LS	1	$ 2,000.00	$ 2,000.00	0.25	$ 500.00	1.00	$ 2,000.00
3	2102.503	PAVEMENT MARKING REMOVAL	LF	100	$ 6.00	$ 600.00	100	$ 600.00	100.00	$ 600.00
4	2102.503	PAVEMENT MARKING REMOVAL	SF	20	$ 15.00	$ 300.00	20	$ 300.00	20.00	$ 300.00
5	2582.502	4" DOUBLE SOLID LINE YELLOW (EPOXY)	LF	13730	$ 0.74	$ 10,160.20	72	$ 53.28	9452	$ 6,994.48
6	2582.502	4" SOLID LINE YELLOW (EPOXY)	LF	995	$ 0.37	$ 368.15	-130	$ (48.10)	993	$ 367.41
7	2582.502	4" SOLID LINE WHITE (EPOXY)	LF	25100	$ 0.37	$ 9,287.00	329	$ 121.73	15538	$ 5,749.06
8	2582.502	4" BROKEN LINE YELLOW (EPOXY)	LF	180	$ 0.37	$ 66.60	0	$ -	0	$ -
9	2582.502	4" BROKEN LINE WHITE (EPOXY)	LF	500	$ 0.37	$ 185.00	20	$ 7.40	500	$ 185.00
10	2582.502	18" BROKEN LINE WHITE (EPOXY)	LF	55	$ 7.00	$ 385.00	1.5	$ 10.50	51.5	$ 360.50
11	2582.502	24" SOLID LINE YELLOW (EPOXY)	LF	750	$ 8.00	$ 6,000.00	213	$ 1,704.00	743	$ 5,944.00
12	2582.502	24" SOLID LINE WHITE (EPOXY)	LF	200	$ 8.00	$ 1,600.00	-224	$ (1,792.00)	200	$ 1,600.00
13	2582.518	CROSSWALK MARKING (EPOXY)	SF	600	$ 6.00	$ 3,600.00	0	$ -	594	$ 3,564.00
14	2582.602	PAVT MSSG -TURN ARROW (EPOXY)	EA	53	$ 135.00	$ 7,155.00	1	$ 135.00	53	$ 7,155.00
15	2582.602	PAVT MSSG -THRU ARROW (EPOXY)	EA	2	$ 110.00	$ 220.00	0	$ -	2	$ 220.00
16	2582.602	PAVT MSSG -THRU/TURN ARROW (EPOXY)	EA	3	$ 235.00	$ 705.00	0	$ -	3	$ 705.00
17	2582.602	PAVT MSSG - ONLY (EPOXY)	EA	8	$ 190.00	$ 1,520.00	0	$ -	8	$ 1,520.00
		GRAND TOTALS	**$**			**46,151.95**	**$**	**2,091.81**	**$**	**39,264.45**

Internal City Use Only				
Municipal State Aid Maintenance Funds		*$ 2,091.81*		*$ 39,264.45*
Total Funds		*$ 2,091.81*		*$ 39,264.45*

CC Regular Session

Meeting Date: 12/10/2024

Primary Strategic Plan Initiative: Identify and implement operational efficiencies, cost savings and additional funding sources.

Title:

Adopt Resolution #24-354 Decertifying Tax Increment Financing District #9

Purpose/Background:

Purpose: The City Council needs to formally adopt a resolution when a tax increment financing district decertifies and forward a copy of the resolution to Anoka County.

Tax Increment Financing (TIF) District #9 (also known as ACCAP) was a Housing District created in 2001. The term of TIF District #9 officially expires on December 31, 2029. The City proposes to decertify the district early as the last note payable will be completed in 2024. The City Council is required to formally decertify the TIF district and return any excess tax increment to the County in accordance with Minnesota Statute, Section 469.176, subdivision 2.

Notification:

A copy of the resolution will be forwarded to Anoka County when completed.

Time Frame/Observations/Alternatives:

No alternatives. Decertify TIF#9 and return to the general tax rolls. As the district does not have any qualifying expenditures, future increment cannot be collected. This district generated approximately $35,000 in tax increment. With the decertification, approximately $35,000 will be added back to the General Property tax rolls. Under the General Property tax, the city will receive approximately 49% of the approximately $35,000 or about $17,000. The remaining will be distributed to the County and the School District.

Recommendation:

Staff recommends decertifying Tax Increment District #9.

Outcome/Action:

Motion to Adopt Resolution #24-354 Decertifying Tax Increment Financing District #9 and Returning Excess Tax Increments to Other Jurisdictions (if applicable).

Attachments

Reso #24-354 Decertifying TIF #9

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	12/03/2024 09:10 AM
Form Started By: Diana Lund		Started On: 11/18/2024 10:27 AM
Final Approval Date: 12/03/2024		

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #24-354

RESOLUTION DECERTIFYING TAX INCREMENT FINANCING DISTRICT NO. 9 AND RETURNING EXCESS TAX INCREMENTS TO OTHER TAXING JURISDICTIONS

WHEREAS, the city of Ramsey (the "City") has heretofore created Tax Increment Financing District No. 9 (the "Tax Increment District"); and

WHEREAS, the developments to be undertaken within the Tax Increment District as set forth in the tax increment financing plans have been completed and the final tax increment payment has been made or decertification of the Tax Increment District is required pursuant to law.

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

1. The City Council hereby finds, declares and determines to decertify Tax Increment Financing District No. 9 effective as of December 31, 2024.

2. Any tax increments collected from Tax Increment Financing District No. 9 shall be returned to the County Auditor of Anoka County for distribution to the affected tax jurisdictions in accordance with Minnesota Statutes, Section 469.176, subdivision 2.

3. The City Administrator is hereby directed to send a copy of this resolution to the County Auditor of Anoka County and to take all other steps which are necessary to decertify Tax Increment Financing District No. 9, and to distribute the tax increments to the County.

That 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:

and the following voted against the same:

and the following abstained:

and the following were absent:

None

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this 10th day of December, 2024.

_____

Mayor

ATTEST:

_____

City Clerk

STATE OF MINNESOTA)

) ss.
COUNTY OF)

I, the undersigned, being the duly qualified and acting Administrator of the City of Ramsey, Minnesota, DO HEREBY CERTIFY that the attached resolution is a true and correct copy of an extract of minutes of a meeting of the City Council of the City of Ramsey, Minnesota, duly called and held, as such minutes relate to the decertification of Tax Increment Financing District No. 9.

Dated: December 10, 2024

_____
City Clerk

CC Regular Session

Meeting Date: 12/10/2024

Primary Strategic Plan Initiative: Address infrastructure needs.

Title:

Adopt Resolution #24-355 Approving Plans and Specifications and Authorizing Advertisement for Bids for MSA Sunwood Drive Reconstruction, Improvement Project #25-02

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #24-355 approving plans and specifications and authorizing advertisement for bids for MSA Sunwood Drive Reconstruction, Improvement Project #25-02.

Background:

The proposed 2025 – 2034 Capital Improvement Plan (CIP) identifies Sunwood Drive between Nowthen Boulevard (CSAH 5) and Erkium Street for street reconstruction in 2025. A street segment summary for the project is attached to this case.

Existing Conditions

Sunwood Drive between Nowthen Boulevard and Erkium Street is a 40-foot-wide urban section street, totaling 0.20 miles in length. Westbound Sunwood Drive includes a stop condition at Nowthen Boulevard, with a right turn only and a thru and left turn lane. The Average Daily Traffic (ADT) is 1,050. The corridor includes 5-foot wide concrete sidewalk on both sides of the street.

City watermain, sanitary sewer, and storm sewer exist within the project area. However, there are no storm sewer inlets in the curb line of this section of Sunwood Drive.

Project History

- May 28, 2024, the Ramsey City Council adopted Resolution #24-138, accepting and awarding a proposal to Hakanson Anderson for topographic survey of the project area.
- August 12, 2024, the Ramsey City Council adopted Resolution #24-220, accepting and awarding a proposal to Independent Testing Technologies, Inc. for a geotechnical report of the project area.
- November 12, 2024, the Ramsey City Council adopted Resolution #24-309, accepting and awarding a proposal to Hydro-Klean, LLC for sewer cleaning and televising of the project area.
- November 19, 2024, the Ramsey Public Works Committee recommended City Council order plans and specifications for said improvements.
- November 26, 2024, the Ramsey City Council adopted Resolution #24-338, ordering plans and specifications for said improvements.

Pavement History

This segment of Sunwood Drive was constructed in 1993. The street received crack seal / seal coat improvements in 1998, 2006, and 2013. Public Works staff has performed pavement patching over the last several years.

Ground Penetrating Radar (GPR) has been performed on this street, indicating an average of 4.2 inches of bituminous over 2.2 inches of aggregate base.

Proposed Improvements

Sunwood Drive is a Municipal State Aid (MSA) street and must conform to MSA design standards, including meeting a 10-ton pavement design standard. Because the existing pavement section is only 4.2-inches of

bituminous over 2.2-inches aggregate base (6.4-inch total section), the typical full-depth reclamation (FDR) process cannot be used to meet pavement strength design requirements. Staff is proposing to place 4-inches of new bituminous over 6-inches aggregate base. This will be achieved by removing the existing pavement and aggregate base, removing an additional 4-inches of subbase material, and placing 6-inches of new aggregate base and 4-inches of new bituminous pavement. Ideally the new aggregate base will be made of recycled reclamation material, but to allow for the best bidding environment, the project will not require it.

The existing concrete curb and gutter is proposed to remain in-place with spot replacements. Per the ADA Transition Plan, existing pedestrian ramps will be updated to current ADA standards. There are 10 such pedestrian ramps within the project area. Replacing the pedestrian ramps will also result in three concrete valley gutters being replaced.

Review of the geotechnical report found clean sands, ideal for both utility and pavement support within the project area. Additionally, groundwater is not anticipated to be a concern for the street reconstruction.

Improvements to the existing municipal utilities are not anticipated other than a minor improvement to a watermain gate valve identified by the City Utilities Department.

Additional Permitting

Sunwood Drive is an MSA street, which requires review and approval by the MnDOT MSA department prior to bidding the project. Plans have been submitted to MnDOT without revisions anticipated. Because the project goes up to the Anoka County right-of-way, and will require temporary signage within said right-of-way, an Anoka County Highway Department Right-of-Way Permit will be required. No other permits are anticipated.

Preliminary Schedule Remaining

- City Council approves plans and specifications / authorizes ads for bids
  - December 10, 2024
- Public Open House
  - December 11, 2024
- Staff receives bids
  - January 13, 2025
- City Council awards contract to the lowest Responsible Contractor
  - January 28, 2025
- Contractor begins construction
  - Spring / Summer 2025
- Contractor substantially completes construction
  - New bituminous pavement in-place, topsoil and seed in-place
  - August 2, 2025
- Contractor final completion
  - Verify final restoration; punch list created
  - August 30, 2025

Bid Opening

Staff proposes to open bids on January 13, 2025, and to present the bid results to the City Council on January 28, 2025, for award of a construction contract to the lowest responsible bidder.

Final plans are not attached to this case to prevent potential bidders from downloading plans attached to the case to prepare and submit their bids, rather than purchasing the plans through QuestCDN, the electronic bidding software used by the City of Ramsey. This ensures all bidders are bidding off the same set of plans, and all bidders are notified of any plan revisions (addenda) issued during the bidding process. Attached is the title sheet showing the scope of the improvements, as well as a plan sheet showing the typical sections, which includes information on the proposed pavement section. Plans are available upon request from the City Engineer.

Notification:

If City Council approves plans and specifications and authorizes advertising for bids, bids will be advertised on Friday, November 15, and again on Friday, November 22, 2024, in the City's official newspaper, the Anoka Union Herald. Plans are also advertised on the QuestCDN website, which directly notifies contractors interested in bidding these types of projects.

Additionally, letters will be mailed to property owners with updates on the project status. Engineering Staff maintains City Improvement webpages with the most current project information. This can be found on the City website, Engineering Department page.

Time Frame/Observations/Alternatives:

Observations:
The public open house is proposed to be held on December 11, 2024 at the Ramsey Municipal Center. If comments are received which impact the project design, staff will address the changes with an addendum.

Alternatives:
Motion to adopt Resolution #24-355 approving plans and specifications and authorizing advertisement for bids for MSA Sunwood Drive Reconstruction, Improvement Project #25-02.

Funding Source:

The CIP identified funding for this improvement from Municipal State Aid Funds and Storm Water Utility Funds. During project design, staff found no required improvement to the storm sewer system, and therefore storm water utility funding will not be required. A minor repair to the City watermain is required, with funding proposed to be from the Water Utility Fund.

Staff has completed project cost estimates based on final plans and anticipated 2025 construction costs. The total estimated project cost is $326,906.33, which includes 23-percent indirect costs for administrative, engineering, finance, and legal costs.

- Municipal State Aid Funds $325,307.33
- Water Utility Funds $1,599.00
- **Total Project Costs** **$326,906.33**

The CIP level estimate had a total estimated project cost of $348,450, which includes street costs of $303,000 and storm sewer costs of $45,450. The final project costs may change depending upon bid prices and actual construction quantities.

Recommendation:

Staff recommends adopting Resolution #24-355 approving plans and specifications and authorizing advertisement for bids for MSA Sunwood Drive Reconstruction, Improvement Project #25-02.

Outcome/Action:

Motion to adopt Resolution #24-355 approving plans and specifications and authorizing advertisement for bids for MSA Sunwood Drive Reconstruction, Improvement Project #25-02.

Attachments

Res 24-355

25-02 Title Sheet

25-02 Street Summary

25-02 Typical Section

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	12/05/2024 01:47 PM
Brian Hagen	Brian Hagen	12/05/2024 03:04 PM
Form Started By: Joe Feriancek		Started On: 11/27/2024 09:44 AM
Final Approval Date: 12/05/2024		

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

RESOLUTION #24-355

RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR MSA SUNWOOD DRIVE RECONSTRUCTION, IMPROVEMENT PROJECT #25-02

WHEREAS, the City of Ramsey proposes to reconstruct Municipal State Aid (MSA) Sunwood Drive between Nowthen Boulevard (CSAH 5) and Erkium Street as identified within the 2025 – 2034 Capital Improvement Plan; and

WHEREAS, pursuant to Ramsey City Council Resolution #24-138, adopted May 28, 2024, the City Council accepted and awarded the proposal to Hakanson Anderson, for topographic survey of the project area in the amount of $1,600.00; and

WHEREAS, pursuant to Ramsey City Council Resolution #24-220, adopted August 12, 2024, the City Council accepted and awarded the proposal to Independent Testing Technologies, Inc., for a geotechnical report of the project area in the amount of $4,075.00; and

WHEREAS, pursuant to Ramsey City Council Resolution #24-309, adopted November 12, 2024, the City Council accepted and awarded the proposal of Hydro-Klean, LLC, for sewer cleaning and televising of the project area in the amount of $8,384.80; and

WHEREAS, pursuant to Ramsey City Council Resolution #24-338, adopted November 26, 2024, the City Council ordered the City Engineer to prepare plans and specifications for MSA Sunwood Drive Reconstruction, Improvement Project #25-02; and

WHEREAS, the City Engineer has prepared plans and specifications for the purpose of advertising for bids for MSA Sunwood Drive Reconstruction, Improvement Project #25-02.

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

1) The Ramsey City Council hereby approves plans and specifications prepared by the City Engineer and authorizes advertisement for bids for said improvements as City Improvement Project #25-02, MSA Sunwood Drive Reconstruction.

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 10th day of December, 2024.

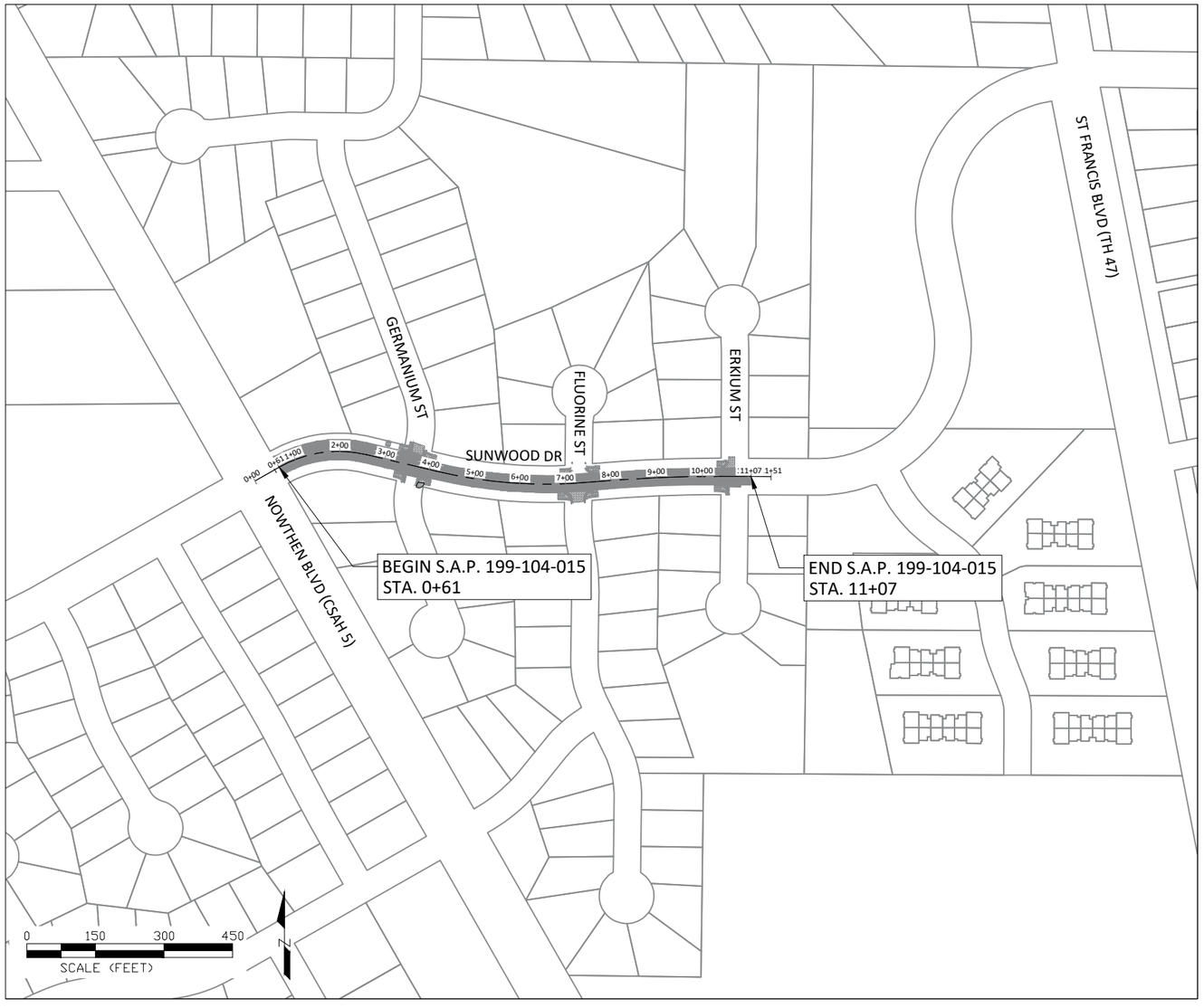
_____
Mayor

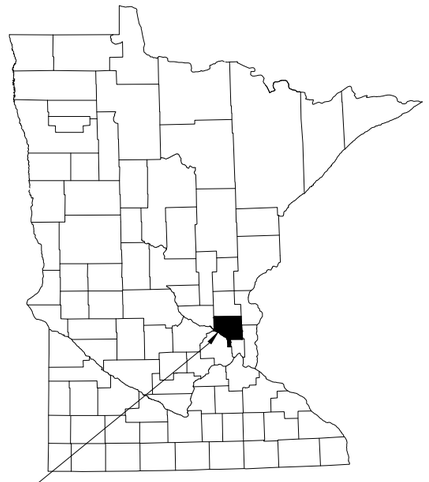
ATTEST:

_____
City Clerk

CITY OF RAMSEY
SUNWOOD DRIVE - CSAH 5 TO ERKIUM STREET RECONSTRUCTION
CITY IMPROVEMENT PROJECT NO. 25-02

S.A.P. 199-104-015 LOCATED ON SUNWOOD DRIVE BETWEEN NOWTHEN BOULEVARD (CSAH 5) AND ERKIUM STREET
FROM NW 1/4 OF THE NW 1/4 OF S25, T32, R25 TO NW 1/4 OF THE NW 1/4 OF S25, T32, R25





CITY OF RAMSEY
ANOKA COUNTY, MINNESOTA
DISTRICT: METRO

PROJECT	STA. TO STA.	GROSS LENGTH	BRIDGE LENGTH	NET LENGTH	NET LENGTH (MILES)	ADT (2025)	ADT (2045)	DESIGN ESAL	R VALUE	TON DESIGN	DESIGN SPEED	NUMBER OF LANES	WIDTH OF LANES	FUNCTIONAL CLASSIFICATION
S.A.P. 199-104-015 SUNWOOD DR	0+61 TO 11+07	1,046 FT	0 FT	1,046 FT	0.20 MI	1,050	1,155	351,000	70	10	30 MPH	2	12'	COLLECTOR

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL 1-800-252-1166 OR 651-454-0002

Call before you dig
811
651 454-0002 Metro
800 252-1166 Outstate
www.gopherstateonecall.org

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

ALL FEDERAL, STATE AND LOCAL LAWS, REGULATIONS AND ORDINANCES SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

SHEET INDEX

THIS PLAN CONTAINS 23 SHEETS

SHEET No.	DESCRIPTION
01	TITLE SHEET
02	STATEMENT OF ESTIMATED QUANTITIES
03	TABULATIONS
04	ALIGNMENT LAYOUT
05	TYPICAL SECTION
06 - 07	CITY DETAILS
08 - 13	MNDOT PEDESTRIAN RAMP DETAILS
14	INTERSECTION DETAILS - SUNWOOD DR & GERMANIUM ST
15	INTERSECTION DETAILS - SUNWOOD DR & FLUORINE ST
16	INTERSECTION DETAILS - SUNWOOD DR & ERKIUM ST
17	EROSION CONTROL
18	REMOVALS
19 - 20	STREET IMPROVEMENTS
21	PAVEMENT MARKING PLAN
22 - 23	CROSS SECTIONS

LEGEND

- SANITARY MANHOLE
- CATCH BASIN
- FLARED END SECTION
- CULVERT END SECTION
- HYDRANT
- VALVE
- TREE - CONIFEROUS
- TREE - DECIDUOUS
- SHRUB
- LIGHT POLE
- SIGN
- MAILBOX
- PEDESTAL - TELECOM
- PEDESTAL - ELECTRIC
- HAND HOLE
- REMOVE BIT PAVE
- REMOVE CONCRETE PAVE
- REMOVE GRAVEL SURFACE
- MILL BIT PAVEMENT
- RECLAIM BIT PAVEMENT
- CONSTRUCTION EXIT
- RIPRAP CLASSIII
- CURB & GUTTER
- VALLEY GUTTER
- Easement - Drainage & Utility
- Easement - Northern Natural Gas
- Easement - Roadway
- LOT LINE
- ELECTRIC LINE
- ELECTRIC LINE - BURIED
- ELECTRIC LINE - OVERHEAD
- GAS LINE
- TELECOMMUNICATION LINE
- TELECOMM - OVERHEAD
- FIBER OPTIC LINE
- TREE LINE
- LANDSCAPE
- RETAINING WALL
- FENCE
- SILT FENCE
- FLOTATION SILT CURTAIN
- WATERMAIN
- SANITARY SEWER
- STORM SEWER
- DRAIN TILE
- LANDSCAPE - ROCK
- LANDSCAPE - MULCH
- LANDSCAPE - RIP RAP
- BIT PAVEMENT
- PR. CONCRETE WALK
- PR. SEEDING AREA

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

JOE FERIANCEK, P.E. — LIC. NO. 57095 — DATE 11/22/24

APPROVED: _____ DATE 11/22/24
CITY ENGINEER, CITY OF RAMSEY

_____ DATE _____
DISTRICT STATE AID ENGINEER: REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY

_____ DATE _____
STATE AID ENGINEER: APPROVED FOR STATE AID FUNDING

SHEET 01 OF 23 SHEETS

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

STOPPING SIGHT DISTANCE BASED ON:
3.5 FT - HEIGHT OF EYE
2.0 FT - HEIGHT OF OBJECT

DATUM:
VERTICAL: NAVD 88
HORIZONTAL: ANOKA COUNTY COORDINATES (1996 ADJUSTMENT)

SAP 199-104-015

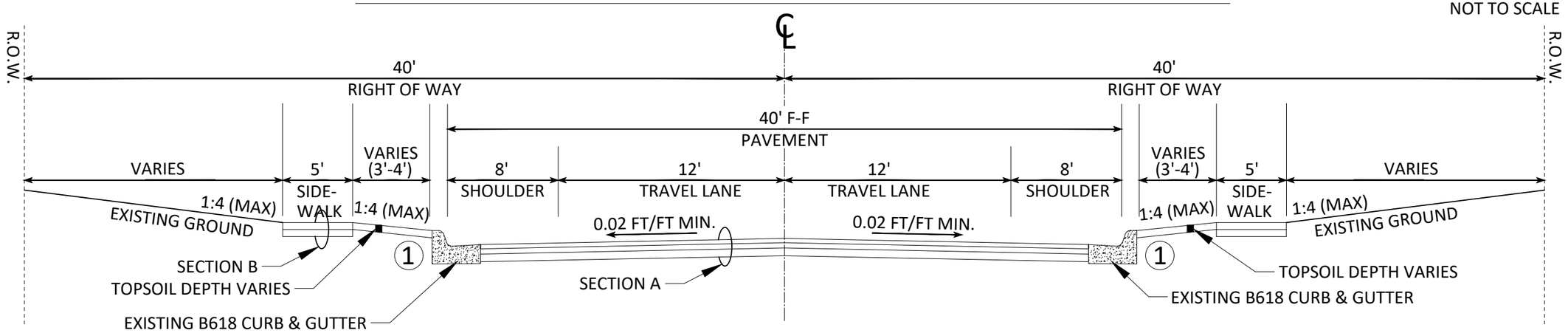
DATE	REVISION

Nov 22, 2024 - 1:46pm
G:\Engineering\AutoCad Dwgs\Projects N-Z\Sunwood Drive - CSAH 5 to Erkium St 25-02\Plan Drawings\Title Sheet.dwg

25-02 MSA Sunwood Drive (CSAH 5 / Erkium Street) Reconstruction Street Segment Summary											
Street	**Segment Description**	**Length (feet)**	**Section (Urban / Rural)**	**2024 PASER**	**Year Built**	**Maint. 1**	**Maint. 2**	**Maint. 3**	**Avg HMA (inches)**	**Avg Agg. Base (inches)**	**Avg Section (inches)**
Sunwood Drive	Nowthen Boulevard (CSAH 5) / Erkium Street	1065	Urban	4	1993	SC 1998	SC 2006	SC 2013	4.2	2.2	6.4
Sunwood Drive Total Length		*1065*	*0.2 mi.*								

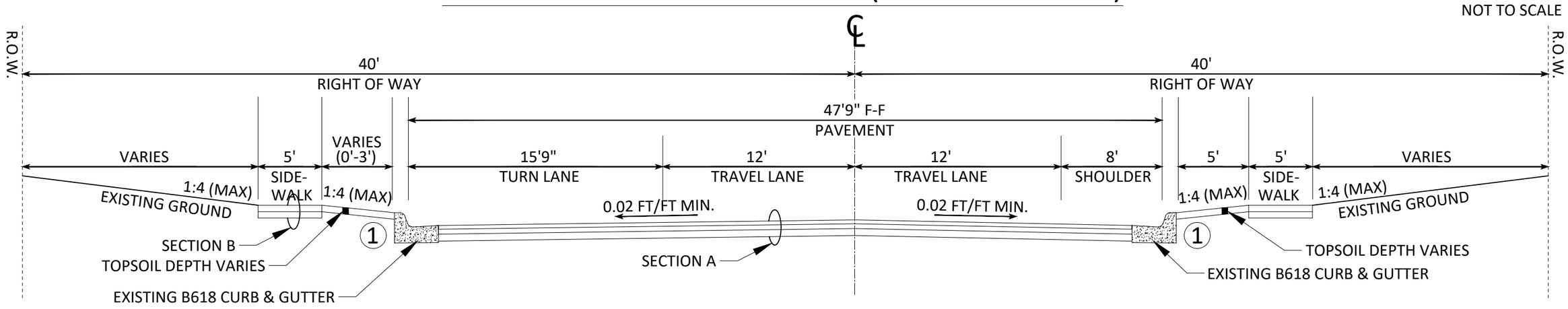
TYPICAL SECTION: RECONSTRUCTION (STA. 3+32 - 11+07)

NOT TO SCALE



TYPICAL SECTION: TURN LANE (STA. 0+61 - 3+32)

NOT TO SCALE



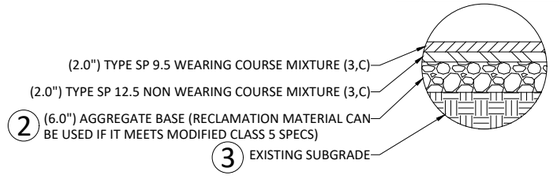
REFERENCE NOTES:

① GRADE TO MATCH EXISTING GROUND. ESTABLISH TURF USING A MINIMUM OF 4" TOPSOIL AND HYDROSEED WITH MNDOT SEED MIXTURES PER SPECIFICATIONS.
SEE CITY DETAIL ERO-6 ON SHEET 06 FOR TOPSOIL REQUIREMENTS.

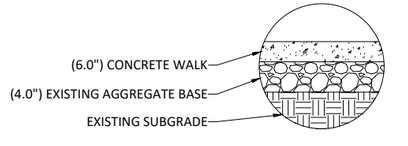
② MODIFY CLASS 5 AGGREGATE BASE PER CITY STANDARD DETAIL STR-26 ON SHEET 06. RECYCLED RECLAMATION MATERIAL MEETING STR-26 MAY BE USED AS AGGREGATE BASE.

③ CONTRACTOR SHALL SCARIFY AND COMPACT, ACCORDING TO THE SPECIFIED DENSITY METHOD, THE TOP 12 INCHES OF MATERIAL PRIOR TO PLACING CLASS 5 AGGREGATE BASE. THIS PROCESS SHALL BE INCIDENTAL TO THE SUBGRADE PREPARATION PAY ITEM.

SECTION A: ROADWAY



SECTION B: SIDEWALK



DATE	REVISION

Nov 22, 2024 - 10:40am
C:\Engineering\AutoCad Dwgs\Projects N-Z\Sunwood Drive - CSAH 5 to Erkium St 25-02\Plan Drawings\Typical Section.dwg

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

JOE FERIANCEK
Date 11/22/24 Lic. No. 57095

DESIGNED BY:	LWC		
DRAWN BY:	LWC	DATE:	11/22/24
CHECKED BY:	JJF	FILE:	25-02

City of RAMSEY

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

TYPICAL SECTION

S.A.P. 199-104-015

SUNWOOD DRIVE - CSAH 5 TO ERKIUM STREET
RECONSTRUCTION
CITY PROJECT NO. 25-02
CITY OF RAMSEY, MINNESOTA

SHEET 05 OF 23 SHEETS

CC Regular Session

Meeting Date: 12/10/2024

Primary Strategic Plan Initiative: Identify and implement operational efficiencies, cost savings and additional funding sources.

Title:

Adopt Resolution #24-356 Adopting 2025 Enterprise Fund Budgets

Purpose/Background:

Annually, the City adopts Enterprise Fund budgets related to Water, Sewer, Street Lighting, Recycling and Storm Drainage utilities. These five services are billed out quarterly via the utility bill and the budgets reflect the expected revenue to be generated and the offsetting operating expenditures that these revenues support.

Enclosed for your review are the 2025 Enterprise Fund Budgets which cover the Water Utility Fund, Sewer Utility Fund, Street Light Utility Fund, Recycling Utility Fund and Storm Water Utility Fund. While formal budgets are required to be prepared and adopted annually for the General Fund, this is not the case for Enterprise funds.

In order to establish fair rates for all the utilities that the City operates, it is necessary to determine the actual cost of providing those utilities to the residents. An important factor in these costs is the recovery of depreciation through the rate structures. We are required to keep the accounting for these funds on the full accrual method, which means recognizing the total depreciation, whether on City or developer installed systems. This is what we have attempted to do in preparing the attached Proposed 2025 Enterprise Fund Budgets.

Notification:

The water revenue rates reflect a 10% increase, sewer 5%, street lighting 2% and storm drainage a 15% increase. These rates were adopted as part of the 2025 Schedule of Rates, Fees and Charges for the City.

Funding Source:

The respective utility bill collections fund the respective utility budget.

Recommendation:

The recommendation for the Adoption of the 2025 Enterprise Fund budgets is to approve Resolution #24-356 noting that the budget is an outline of how the revenues generated from the utility bill will be used in daily operations.

Outcome/Action:

Motion to adopt Resolution #24-356 Adopting the 2025 Enterprise Fund Budgets.

Attachments

Reso #24-356 Adopting 2025 Enterprise Fund Budgets

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	12/05/2024 09:51 AM
Form Started By: Diana Lund		Started On: 11/27/2024 09:12 AM
Final Approval Date: 12/05/2024		

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #24-356

RESOLUTION ADOPTING THE 2025 CITY OF RAMSEY ENTERPRISE FUNDS OPERATING BUDGETS

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

1) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2025 is hereby adopted for the Water Utility Fund as follows:

WATER UTILITY FUND

Revenues:	
Operating Revenues	$3,424,821
Other Revenues-	
Miscellaneous Revenues	372,427
Interest Earnings	40,000
Total Revenues	$3,837,248
Expenses:	
Operating Expenses	$2,016,257
Other Expenses	
Depreciation	1,758,000
Administrative Transfer	59,000
Total Expenses	$3,833,257

2) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2025 is hereby adopted for the Sewer Utility Fund as follows:

SEWER UTILITY FUND

Revenues:	
Operating Revenues	$2,408,050
Other Revenues-	
Miscellaneous Revenues	138,900
Interest Earnings	38,600
Total Revenues	$2,585,550
Expenses:	
Operating Expenses	$1,862,246
Other Expenses	
Depreciation	793,692
Administrative Transfer	53,000
Total Expenses	$2,7098,938

3) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2025 is hereby adopted for the Street Light Utility Fund as follows:

STREET LIGHT UTILITY FUND

Revenues:	
Operating Revenues	$235,994
Other Revenues-	
Interest Earnings	2,000
Total Revenues	$237,994
Expenses:	
Operating Expenses	$160,000
Other Expenses	
Depreciation	40,000
Administrative Transfer	31,000
Total Expenses	$231,000

4) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2025 is hereby adopted for the Recycling Utility Fund as follows:

RECYCLING UTILITY FUND

Revenues:	
Operating Revenues	$544,600
Other Revenues-	
Miscellaneous Revenue	0
Interest Earnings	4,000
Total Revenues	$548,600
Expenses:	
Operating Expenses	$556,609
Other Expenses	
Administrative Transfer	0
Total Expenses	$556,609

5) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2025 is hereby adopted for the Storm Water Utility Fund as follows:

STORM WATER UTILITY FUND

Revenues:	
Operating Revenues	$1,529,750
Other Revenues-	
Interest Earnings	3,000
Total Revenues	$1,532,750
Expenses:	
Operating Expenses	$ 623,337
Other Expenses	
Depreciation	549,096
Administrative Transfer	49,000
Total Expenses	$ 1,221,433

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 10th day of December, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session

Meeting Date: 12/10/2024

Primary Strategic Plan Initiative: Identify and implement operational efficiencies, cost savings and additional funding sources.

Title:

Adopt Resolution #24-357 Approving Natural Resource Improvement Grant Agreement with Anoka Conservation District for Improvement Project #25-01, Rivers Bend Regional Stormwater Improvements

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #24-357 approving a Natural Resource Improvement Grant Agreement with Anoka Conservation District for Improvement Project #25-01, Rivers Bend Regional Stormwater Improvements.

Background:

In June of 2016, the Anoka Conservation District completed a Stormwater Retrofit Analysis for the City of Ramsey and the Lower Rum River Watershed Management Organization (LRRWMO) to identify and rank potential improvement projects that drain to the Mississippi and Rum Rivers. The Stormwater Retrofit Analysis recommended modifying a wetland within Rivers Bend Park to increase the volume of stormwater runoff storage provided by this wetland that currently treats runoff from a 38-acre catchment area for the purpose of reducing sediment and phosphorus loads that can end up in the receiving water, which is an oxbow of the Rum River. See Project ID: RR8-A on page 89 of the attached modified version of the Stormwater Retrofit Analysis for reference.

In the Fall of 2023, the Lightbridge Academy submitted a commercial development application so staff began working with the developer to address their stormwater management requirements. This development is located within the City's East Drinking Water Supply Management Area (DWSMA) where infiltration of stormwater is prohibited so staff reached out to the Lower Rum River Watershed Management Organization (LRRWMO) to confirm the developer could purchase credits to utilize a portion of The COR regional infiltration basin to comply with the LRRWMO's volume retention requirements. When The COR regional infiltration basin was constructed, it was believed that basin could be used to accommodate development within the East and West DWSMA's. However, the LRRWMO's engineer, BARR Engineering, informed staff that since the two DWSMA's drain to different water bodies (the East DWSMA drains to the Rum River and the West DWSMA drains to the Mississippi River) Lightbridge Academy could not pay a fee to use The COR infiltration basin.

Discussions turned to how Lightbridge can comply with LRRWMO requirements for stormwater runoff rate control and water quality improvements. The developer's engineer stated they cannot provide these improvements on their site so they asked if the City could accommodate these requirements off site. After discussions with the LRRWMO's engineer it was determined that the City needed to construct stormwater management facility improvements on the west edge of Rivers Bend Park, West of the existing wetland that currently treats all stormwater runoff from the 38-acre catchment as addressed in the ACD's Stormwater Retrofit Analysis, and that the existing wetland should not be impacted. This existing wetland is undersized and does not meet the rate control and water quality treatment requirements per current LRRWMO stormwater standards for the 38-acre catchment that includes several undeveloped parcels including the Lightbridge Academy parcel.

Since this 38-acre catchment is located within the City of Ramsey's East Drinking Water Supply Management Area (DWSMA), where infiltration of stormwater is prohibited, the pond must be lined. The LRRWMO Management Plan describes/defines sites, such as those located within a DWSMA, as infeasible or inappropriate for infiltration and identifies other scenarios for the permittee to investigate. Volume retention requirements can

either be provided on-site as part of the Rivers Bend Regional Stormwater Improvements by utilizing filtration practices as allowed by LRRWMO stormwater standards, or off-site in a regional infiltration basin located outside the East DWSMA.

City staff discussed various aspects of this project with LRRWMO and MPCA staff, including potential wetland impacts, options for meeting volume retention requirements, and how the timing of this project could be coordinated with the Lightbridge Academy development construction to ensure adequate stormwater runoff treatment can be provided during construction of both projects.

Staff coordinated the construction schedule of the City's stormwater pond improvements project with the Lightbridge Academy development construction schedule to address concerns raised by the LRRWMO. Lightbridge Academy's engineer prepared and submitted a phased construction plan with their LRRWMO permit application, which was approved. Lightbridge Academy will construct their building first, along with two temporary stormwater retention ponds to manage stormwater runoff, thereby minimizing disturbance to the site while the Rivers Bend Regional Stormwater Improvements project is under construction. Lightbridge Academy will then complete their site improvements, including impervious surface improvements, during the final construction phases of the Rivers Bend Regional Stormwater Improvements late this Fall or next Spring. As of the time this report was prepared, Lightbridge Academy had not yet started construction.

Bolton & Menk performed a wetland delineation to identify the existing wetland boundary and type for the wetland in River's Bend Park that currently receives stormwater runoff from the 38-acre catchment. The LRRWMO reviewed the wetland delineation report and issued permit #24-21 on August 15, 2024, approving the revised wetland boundary and type.

On August 12, 2024, the plans and specifications prepared by Bolton & Menk, Inc. were approved and advertisements for bids were authorized. Bids were advertised in QuestCDN, the electronic bidding platform utilized by the City of Ramsey for all improvement projects, and in the Anoka Union Herald on Friday, August 16th, and again on Friday, August 23rd, 2024. Five (5) bids were received, opened and tabulated on September 6, 2024. Douglas-Kerr Underground, LLC of Mora, Minnesota, submitted the lowest responsible total bid in the amount of $899,653.31 for construction of said improvements in accordance with the approved plans and specifications and advertisement for bids, and was awarded the construction contract on September 24, 2024.

On September 19, 2024, the LRRWMO reviewed and approved the erosion control / stormwater permit for this project (LRRWMO Permit #24-26).

Construction is now substantially complete but before the Anoka Conservation District will release grant funds the City must enter into the attached Natural Resource Improvement Grant Agreement that commits the city to specific operational and maintenance activities to ensure the long-term success of the stormwater improvements. Upon execution of the agreement a copy of the final construction plans (attached) will be attached to the agreement under Exhibit C - Porject Design.

Staff reviewed this agreement and have no concerns with the terms and conditions included therein.

The City Attorney reviewed the agreement and approved it as to legal form.

Time Frame/Observations/Alternatives:

Alternative #1 - Motion to adopt Resolution #24-357 approving a Natural Resource Improvement Grant Agreement with Anoka Conservation District for Improvement Project #25-01, Rivers Bend Regional Stormwater Improvements.

Funding Source:

Funding for this project is proposed to come from a combination of watershed grant funds administered by the Anoka Conservation District, and City Storm Water Management Funds, in the following amounts.

Funding Source	Project Costs
Watershed Grant Funds	$325,550.00
Storm Water Management Funds	$709,051.31
Total Estimated Project Costs	**$1,034,601.31**

Recommendation:

Staff recommends approving alternative #1.

The City Attorney reviewed the ACD grant agreement and approved it as to form.

Outcome/Action:

Motion to adopt Resolution #24-357 approving a Natural Resource Improvement Grant Agreement with Anoka Conservation District for Improvement Project #25-01, Rivers Bend Regional Stormwater Improvements.

Attachments

Resolution #24-357

Grant Agreement

IP 25-01 Final Plans

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	12/05/2024 03:04 PM
Form Started By: Bruce Westby		Started On: 12/02/2024 04:34 PM
Final Approval Date: 12/05/2024		

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

RESOLUTION #24-357

RESOLUTION APPROVING NATURAL RESOURCE IMPROVEMENT GRANT AGREEMENT WITH ANOKA CONSERVATION DISTRICT FOR IMPROVEMENT PROJECT #25-01, RIVERS BEND REGIONAL STORMWATER IMPROVEMENTS

WHEREAS, in June of 2016 the Anoka Conservation District completed a Stormwater Retrofit Analysis for the City of Ramsey and the Lower Rum River Watershed Management Organization (LRRWMO) to identify and rank potential improvement projects that drain to the Mississippi and Rum Rivers; and

WHEREAS, the Stormwater Retrofit Analysis recommended stormwater pond modifications within Rivers Bend Park to increase the volume of stormwater runoff storage provided within a wetland that treated runoff from a 38-acre catchment area to reduce sediment and phosphorus loads within the receiving water, an oxbow of the Rum River; and

WHEREAS, in support of two commercial developments proposed within the 38-acre catchment area upstream of Rivers Bend Park in 2024, Lightbridge Academy and Complete Auto, the City of Ramsey explored options for constructing regional stormwater improvements necessary to treat stormwater runoff from the 38-acre catchment area to current LRRWMO stormwater design standards as recommended in the Anoka Conservation District's Stormwater Retrofit Analysis; and

WHEREAS, pursuant to Ramsey City Council Resolution #24-153 the Mayor and City Administrator were authorized and directed to execute the professional services proposal from Bolton & Menk, Inc. to prepare final plans and specifications for Improvement Project #25-01, Rivers Bend Regional Stormwater Improvements; and

WHEREAS, pursuant to Ramsey City Council Resolution #24-215, adopted August 12, 2024, the plans and specifications prepared by Bolton & Menk, Inc. were approved and advertisements for bids were authorized for City Improvement Project #25-01, Rivers Bend Regional Stormwater Improvements; and

WHEREAS, pursuant to Ramsey City Council Resolution #24-275, adopted September 24, 2024, the construction contract was awarded to Douglas-Kerr Underground, LLC of Mora, Minnesota, who submitted the lowest responsible total bid in the amount of $899,653.31 for construction of said improvements in accordance with the approved plans and specifications and advertisement for bids, and Bolton & Menk, Inc.'s professional services proposal for construction services was approved in the not-to-exceed amount of $15,240 for Improvement Project #25-01, Rivers Bend Regional Stormwater Improvements; and

WHEREAS, the Anoka Conservation District awarded $286,250 in watershed-based grant funds to pay for a portion of the proposed Rivers Bend Regional Stormwater Improvements; and

WHEREAS, the LRRWMO awarded an additional $39,300 in matching funds to pay for a portion of the proposed Rivers Bend Regional Stormwater Improvements; and

WHEREAS, the City has the capability to fund the remaining costs for the proposed Rivers Bend Regional Stormwater Improvements project using storm water management funds; and

WHEREAS, the Anoka Conservation District requires the City of Ramsey to enter into a Natural Resource Improvement Grant Agreement committing the city to specific operational and maintenance activities to ensure the long-term success of the stormwater improvements constructed under City Improvement Project #25-01.

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

1) The City Administrator is hereby authorized and directed to enter into the Natural Resource Improvement Grant Agreement with the Anoka Conservation District for and on behalf of the City of Ramsey.

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 10th day of December, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

Project ID: City of Ramsey Riversbend Pond Project, 2024

Natural Resource Improvement Grant Agreement for Project Installation, Operation and Maintenance

Project Owner and Location:

Name	Address	Phone	Email
City of Ramsey Attn: Bruce Westby, Public Works Director/City Engineer	7550 Sunwood Drive NW Ramsey, MN 55303	763-433-9825	bwestby@ci.ramsey.mn.us

Project Location:

Address	Watershed
Riversbend Park, SE of intersection of 142nd Ave NW and Xkimo St NW Property ID: 25-32-25-44-0012	Lower Rum River

THIS AGREEMENT is made and entered into by and between the City of Ramsey ("City") and the Anoka Conservation District, a Minnesota Special Purpose Unit of Government with powers set forth in Minnesota Statutes 103C ("ACD").

WITNESSETH:

WHEREAS, the City owns property located Riversbend Park (Project Location); and

WHEREAS, the City and ACD have a mutual interest in natural resources improvement or protection, specifically including improving the quality of stormwater runoff to the Rum River; and

WHEREAS, the ACD has received a State Watershed Based Implementation Funds for FY 23 and FY25 grant which includes funding for construction of a Riversbend Pond project to treat stormwater discharge to the Rum River; and

WHEREAS, the ACD has received funds to serve as grant match toward Project construction; and

WHEREAS, the City wishes to accept the grant funds, comply with grant policies, install the project, and provide ongoing maintenance for the project life;

NOW, THEREFORE, in consideration of mutual covenants herein, the City and ACD agree as follows:

1. **Responsibilities**
   - 1.1. Responsibilities of the parties are summarized in Exhibit A (Statement of Work), Exhibit B (Operations and Maintenance Guidelines), and Exhibit C (Project Design).
2. **Project Effective Life**
   - 2.1. The Project Effective Life is the period during which the Project is expected to function and achieve natural resource goals, and during which the City is expected to perform Project operations and maintenance. The Effective Life for this Project is 25 years after the Project Completion Date.
3. **Project Completion Date**
   - 3.1. Project will be installed by the date specified in the Scope of Work. Expenses after that date are not eligible for grant payment or as grant match unless approved by ACD.
   - 3.2. Project Completion Date, for the purpose of determining the start date of the Project Effective Life, will be evidenced by a Project Close Out form signed by ACD.
4. **Term**

4.1. This Agreement shall commence when executed by both parties.
4.2. This Agreement shall remain in effect during the Effective Life of the Project.
4.3. ACD may terminate this Agreement with seven days' notice in the event of insufficient funds, factors that ACD deems compromise the Project's cost effectiveness toward public benefits, or for other reasons at the ACD's sole discretion.
4.4. The City may terminate this Agreement with seven days' notice. The City is responsible for their portion of costs, as described in Exhibit A (Statement of Work), incurred through the date of cancellation and additional costs to complete work started but not completed prior to cancellation.

5. **Grant Payments**
5.1. ACD will issue grant payments for eligible Project expenses as described in Exhibit A (Statement of Work). The manner in which payments will be made is:
5.1.1. **Reimbursement:** ACD may reimburse the City for eligible expenses. Reimbursement requests must be substantiated by invoices/receipts and will be verified by the ACD staff as eligible, practical, and reasonable. Projects must be installed in accordance with the approved Design to be eligible for reimbursement.
5.1.2. **Direct payment:** ACD may directly pay invoices for eligible Project expenses to contractors or vendors.

6. **Project Management**
6.1. Expenses for City staff time to perform grant administration, project development, design/engineering, and construction management shall be the sole responsibility of City.

7. **Project Performance**
7.1. If the Project is installed per the Statement of Work and Project Design and fails to perform as intended under normal operational and environmental conditions, the City will perform project repairs or modifications.
7.2. In no case shall the ACD provide financial assistance for the reapplication of a practice that was removed by the City during its effective life without consent of the ACD, for a practice that was not installed per the Design, or that failed due to improper operations and maintenance.

8. **Ownership and Maintenance**
8.1. The City, and their respective successors and assigns, shall have the full and sole responsibility for the operation, maintenance, and repair of the Project. Should the Project fail to function over its Effective Life due to City's failure to comply with this agreement, the City shall pay to ACD the lesser of 100% of the cost to rehabilitate or refurbish the Project to its Design performance, install a project of equivalent water quality benefit as determined by the ACD, or up to 150% of the total amount of financial assistance provided.
8.2. If the City fails to maintain the Project according to Exhibit B - Operation and Maintenance Plan after 30 days' written notice to the City from ACD, ACD or its contractor may complete the maintenance and the City shall reimburse ACD for full cost of the work. ACD will notify the City by certified mail of the intent to complete maintenance.
8.3. In the event that the Project integrity is compromised due to reasons beyond City's control, the City will immediately notify ACD. The City is not liable for financial assistance received if the failure was caused by reasons beyond the City's control, or if alternative conservation practices are applied at City's expense that provide equivalent protection of soil and water resources as determined by ACD.

9. **Prevailing Wages**
9.1. Prevailing wages DO need to be paid for this project. Contracts for state projects or using state funds, including cost share projects, are subject to the prevailing wages as established by the Minnesota Department of Labor and Industry (Minnesota Statutes 177.41 to 177.44 and

corresponding Rules 5200.1000 to 5200.1120). This includes construction project, or projects for the restoration, improvement, or alteration of public lands or buildings. All contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work performed under the contract. Failure to comply with the aforementioned may result in civil or criminal penalty.

9.2. The party that hires the installation contractor (Contracting Authority) for the Project is: The City.

9.3. The Contracting Authority is responsible for ensuring the provisions of the prevailing wage law are met, if applicable. These duties include:

9.3.1. Ensure the contract between the Contracting Authority and contractor(s) performing construction work specifically states prevailing wage rates, prevailing hours of labor, and hourly basic rates of pay. The Contracting Authority shall incorporate into its proposals and all contracts the applicable wage determinations for the contract along with the contract language provided by the commissioner of labor and industry to notify the contractor and all subcontractors of the applicability of MN Statute sections 177.41 to 177.44. The contract must also provide that the Contracting Authority shall demand, and the contractor or subcontractor shall furnish, copies of any or all payrolls not more than 14 days after the end of each pay period. The payrolls must contain all the data required by MN Statute section 177.30. For complete rules and requirements see MN Statutes 177.41 to 177.44 and corresponding MN Rules 5200.1000 to 5200.1120.

9.3.2. Ensure the ACD receives copies of the assurances, such as payroll records, received from the contractor to prove that the prevailing wage law is met. ACD will not issue future grant payments, and may require return of grant funds already paid, if these documents are not provided or if there is a violation of the prevailing wage law by the contractor.

10. **Assurances and Liability**

10.1. The City attests that they are the owner of record for the Property and that the City has the authority to enter into this agreement and that all other entities with real interest in the Property have provided a written project concurrence to move forward with the Project.

10.2. The City will ensure the construction contractor is licensed in the state of MN and holds general liability insurance of no less than one million dollars per occurrence. At the option of the ACD, the contractor may be required to provide a performance pond in an amount equal to anticipated construction costs.

10.3. The City agrees to indemnify, defend, and hold harmless the ACD from all present and future claims that may arise from the installation, operations and maintenance of the Project located on the Property.

11. **Site Access and Signage**

11.1. ACD or its partners or contractors are granted access to the Property and may bring others to the Property, at reasonable times and with prior notice to the City, for construction, maintenance, or to view the Project.

11.2. The City agrees to allow ACD to place and maintain interpretive or accreditation signage at the Project site. Any such signage must be approved by the City Public Works Director.

12. **Publicity and Education**

12.1. The City acknowledges and agrees that ACD may distribute project information such as, but not limited to, project cost, location, design specifications, benefits, photos, and landowner name for promotional and educational purposes.

13. **Property**

13.1. If title to this land is transferred to another party before expiration of the Project Effective Life, it shall be the responsibility of the City to inform ACD of the transfer and facilitate communication between ACD and the new owner with the goal of perpetuating Project operations and maintenance.

14. **Audit Disclosure and Retention of Record**
    14.1. The City agrees to make available to representatives of ACD and of the State of Minnesota, for the purpose of audit examination pursuant to Minn. Stat. § 16C.05, any books, documents, papers, and records of the City that are pertinent to the provision of services hereunder. The City further agrees to maintain all such required records for the greater of six (6) years after Project Installation date, or the life of the project.
15. **Dispute Resolution**
    15.1. Any and all disputes arising under, pertaining to or touching upon this Agreement, or the statutory rights or obligations of either party hereto, shall, if not settled by negotiation, be subject to non-binding mediation before an independent mediator. Notwithstanding the foregoing, any party may seek preliminary injunctive or other judicial relief if such action is necessary to avoid irreparable damage during the pendency of the proceedings described in this Section.
    15.2. Any demand for mediation shall be made in writing and served upon the other party to the dispute, by certified mail, return receipt requested, or by personal service. The demand shall set forth with reasonable specificity the basis of the dispute and the relief sought.
    15.3. The mediation hearing will occur at a time and place convenient to the parties in Anoka County, Minnesota, within thirty (30) days of the date of selection or appointment of the mediator. Mediation or the waiver of mediation by both parties shall be a condition precedent to arbitration, the filing/serving of any lawsuit, or any other legal action. Mediation shall be conducted by a qualified neutral mediator selected by mutual agreement of the parties. If the parties cannot mutually agree upon a mediator within 14 days of notice under this section, the parties will promptly select a mutually acceptable mediation provider entity, which entity shall designate a mediator who is a licensed attorney with general knowledge of contract law and who has no ongoing relationship with either party.
    15.4. Each party shall bear its own costs in the mediation. The parties shall share equally the fees and expenses of the mediator.
    15.5. The law of the State of Minnesota shall govern all questions as to the validity, performance and enforcement of this Agreement. This Agreement shall be interpreted according to the laws of the State of Minnesota. All proceedings regarding this Agreement and project will be venued in the State of Minnesota's 10th Judicial District, Anoka County District Court.
16. **Counterparts**
    16.1. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all such counterparts together shall constitute one and the same instrument.
17. **Entire Agreement**
    17.1. This agreement includes the following, which are incorporated by reference.
        17.1.1. Exhibit A (Statement of Work),
        17.1.2. Exhibit B (Operations and Maintenance Plan), and
        17.1.3. Exhibit C (Project Design).
    17.2. Any modification or cancellation of this agreement shall be in writing and signed by both parties.

Project ID: City of Ramsey Riversbend Pond Project, 2024

17.3. Any written notice provided under this Agreement will be sent to the following recipients:

CITY:
Name: City of Ramsey, Public Works Director
Address1: 7550 Sunwood Dr NW
Address2: Ramsey, MN 55303

ACD:
Anoka Conservation District
1318 McKay Drive NE, Suite 300
Ham Lake, MN 55304

CITY OF RAMSEY

_____ Signature

_____ Title

_____ Date

ANOKA CONSERVATION DISTRICT

Mary Jo Fruechte Signature

ACD Board Chair Title

10-21-24 Date

Project ID: City of Ramsey Riversbend Pond Project, 2024

EXHIBIT A

STATEMENT OF WORK

PROJECT: City of Ramsey Riversbend Pond Project, 2024

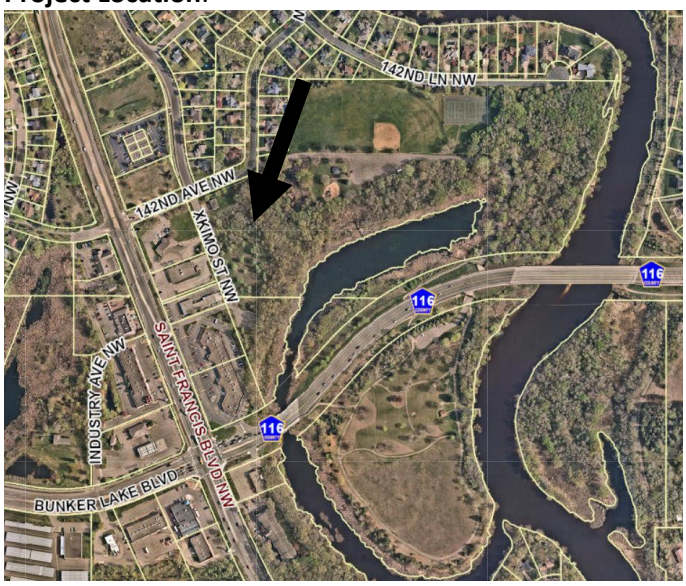
TO THE AGREEMENT BETWEEN
The City of Ramsey and the Anoka Conservation District

This Statement of Work describes work that the City will perform pursuant to the Agreement. All activities specified and detailed herein shall be performed in accordance with the Agreement, ACD Policy, and applicable federal and state laws and regulations and local ordinances.

SCOPE OF ACTIVITY

A. Summary of Work: This project is a stormwater treatment basin at Riversbend Park treating an approximately 35 acre drainage area. Work must be completed in a manner consistent with the Project Agreement.

B. Project Location:



C. Activity Timeline: The Project must be installed between August 23, 2024 and December 31, 2027.

D. Eligible Expenses: Materials and labor consistent with the Design. The percentage of eligible construction costs that may be paid with grant or grant match funds will be the percentage of project capacity that is treating existing development that is presently underserved (enhancement), as compared to new development (required), as determined by ACD.

E. Ineligible Expenses: The following are ineligible expenses: Expenses incurred prior to grant approval (August 23, 2024), stormwater conveyances not part of water quality treatment, expenses not consistent with the Design, aesthetic components without natural resources benefits, and others per ACD or MN Board of Water and Soil Resources grant policy. Expenses related to project capacity to treat stormwater as required by any applicable permit or law are not eligible.

F. Responsibilities

Task	Stipulation	Responsibility	
		City	ACD
Project design/plan	Design/plan must be developed by a qualified professional in accordance with funding source design specifications.	X	
Approve project design		X	
Secure all permits		X	
Utilities coordination		X	
Secure and pay installation contractor(s) and materials	The City will select contractor and execute construction contract.	X	
Oversee and approve installation	The City will provide day-to-day construction oversight. City to approve construction before final contractor payment.	X	
Modeling and Determine Grant Eligible Project Costs	ACD will create a project model to estimate the percentage of project capacity that is treating existing development that is presently underserved (enhancement), as compared to new development (required). ACD will determine the proportionate amount of construction costs eligible for grant or match funding.		X
Pay for labor, materials, & other construction expenses	ACD will reimburse the City based on construction invoices provided by the City.	X	X
Project closeout	The City will provide a signed record plan, prevailing wage documentation, IC134, project close out form. ACD will sign the project close out form upon its satisfactory review.	X	X
Comply with operations & maintenance requirements for the life of the project.		X	
Complete routine project inspections and provide maintenance guidance.			X
Comply with ACD Cost Share Policy		X	X

ESTIMATED PROJECT COST RESPONSIBILITIES

	RESPONSIBILITY (%)	
ELEMENT	CITY	ACD
Administration/ Project Development	100%	0%
Design/Engineering/Construction Management	100%	0%
Construction	All expenses not covered by ACD.	Eligible expenses up to $309,500.30.*

*Anticipated funding includes:

FY23 Rum Metro WBIF grant	$ 70,000.00
FY23 Rum Metro WBIF grant match from LRRWMO	$ 7,000.00
FY25 Rum Metro WBIF grant	$216,250.00
FY25 Rum Metro WBIF grant match from LRRWMO (min req'd grant match)	$ 16,250.30
FY25 Rum Metro WBIF grant match from LRRWMO (additional match)	$ 7,599.70
LRRWMO Cost Share Grant Fund	$ 8,450.00
TOTAL	**$325,550.00**

In the event that any funding is withdrawn by the funding source or becomes unavailable, ACD's funding obligation to the Project will be accordingly reduced.

Exhibit B – Operation & Maintenance Plan

Operations and Maintenance Guidelines for the Riversbend Pond

This document describes tasks that should occur on a regular basis to remove captured pollutants and ensure the long-term success of the ponds.

Stormwater ponds are a cost effective practice capable of settling and capturing pollutants. The pollutants of greatest concern are particulate solids and phosphorus. As the basins fill with these pollutants, the effectiveness of the ponds will decrease and previously captured pollutants could be released from the pond into the lake.

Task	Year 1 after construction	Years 2-25
Inspections	Inspect twice. Inspect for: • Erosion and stability. • Inlet and outlet integrity. • Trash, yard waste or other debris. • Pond is operating as designed. Correct any problems.	Inspect every five years minimum, examining the items listed for the year 1 inspection plus: • Measure accumulated sediment.
Accumulated Sediment Removal		The MN Stormwater Manual recommends maintenance action when 50% of the pond volume has been lost to accumulated sediment. For inspection simplicity, the pond will be re-excavated to the design profile when the maximum depth has been reduced by 50% from the as-built depth.

Contact the Anoka Conservation District at 763-434-2030 with any questions.

Project ID: City of Ramsey Riversbend Pond Project, 2024

Exhibit C – Project Design

CITY OF RAMSEY

CONSTRUCTION PLANS FOR

RIVERS BEND REGIONAL STORM WATER IMPROVEMENTS

CITY PROJECT NUMBER 25-01

STORM SEWER, POND GRADING, EROSION CONTROL AND TURF ESTABLISHMENT

AUGUST, 2024

MAP OF THE
CITY OF RAMSEY
ANOKA COUNTY, MN

MAP LEGEND

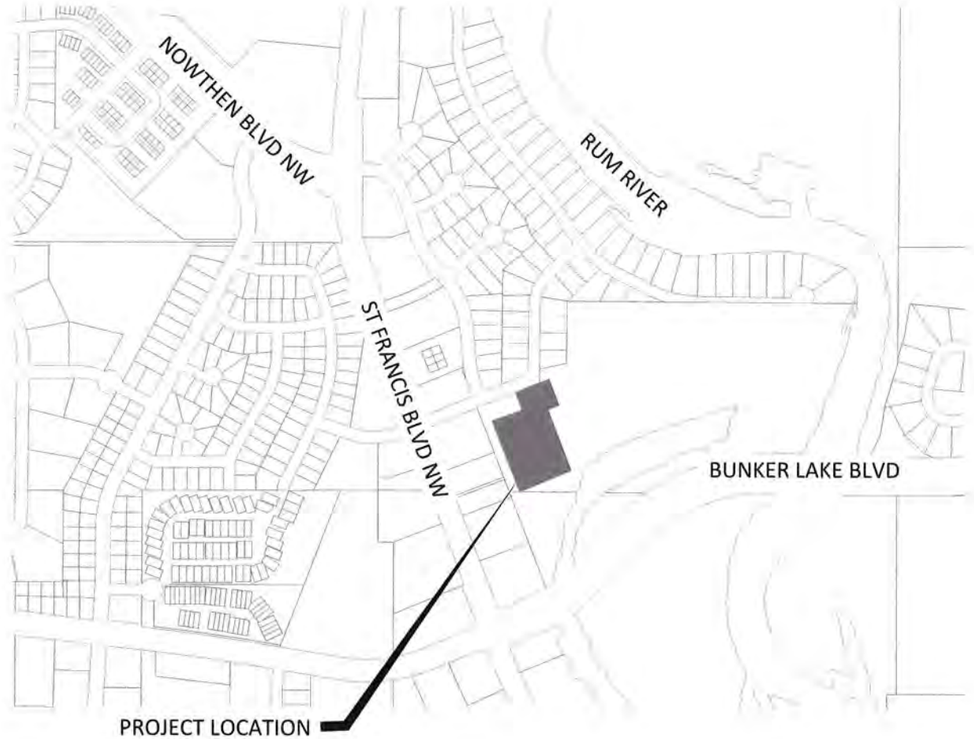
PROJECT LIMITS

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-22, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

--- GOVERNING SPECIFICATIONS ---
THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATION FOR CONSTRUCTION" AND THE 2023 EDITION OF THE CITY ENGINEERS ASSOCIATION OF MINNESOTA (CEAM) "STANDARD SPECIFICATIONS" FOR MUNICIPAL UTILITIES SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM AND BE INSTALLED IN ACCORDANCE WITH THE LATEST "MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (MN MUTCD) AND PART VI, THE LATEST "FIELD MANUAL" FOR TEMPORARY TRAFFIC CONTROL DEVICES.



SHEET NUMBER	SHEET TITLE
1	TITLE SHEET
2	LEGEND
3	EXISTING CONDITIONS & REMOVALS
4	STATEMENT OF ESTIMATED QUANTITIES
5	POND TYPICAL SECTION
6	DETAILS
7	EROSION CONTROL & TURF ESTABLISHMENT
8 - 10	STORMWATER POLLUTION PREVENTION PLAN
11	GRADING PLANS
12	STORM SEWER PROFILES
THIS PLAN SET CONTAINS 12 SHEETS.	

FOR CONSTRUCTION
9/24/2024

Approved: City Engineer / Director of Public Works Date 9/24/2024

BM=862.90
TNH
77' SE OF SE INTERSECTION OF 142ND AVENUE NW & XKINO STREET

PROJECT DATUM:
HORIZONTAL: ANOKA COUNTY COORDINATES (1996 ADJUSTMENT)
VERTICAL: NAVD 88

RECORD DRAWING INFORMATION
OBSERVER:
CONTRACTOR:
DATE:

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
KEVIN P. KIELB
LIC. NO. 23211 DATE 8/20/2024

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MN 55303
Phone: (763) 433-2851
Email: Ramsey@bolton-menk.com
www.bolton-menk.com

DESIGNED	NO	ISSUE/DESCRIPTION	DATE
ZFL			
DRAWN TJH			
CHECKED KPK			
CLIENT PROJ. NO. CP 25-01			

CITY OF RAMSEY, MINNESOTA
RIVERS BEND REGIONAL STORMWATER IMPROVEMENTS
TITLE SHEET

SHEET 1 OF 12

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EXISTING TOPOGRAPHIC SYMBOLS

- ACCESS GRATE
- AIR CONDITION UNIT
- ANTENNA
- AUTO SPRINKLER CONNECTION
- BARRICADE PERMANENT
- BASKETBALL POST
- BENCH
- BIRD FEEDER
- BOLLARD
- BUSH
- CATCH BASIN RECTANGULAR CASTING
- CATCH BASIN CIRCULAR CASTING
- CURB STOP
- CLEAN OUT
- CULVERT END
- DRINKING FOUNTAIN
- DOWN SPOUT
- ELECTRIC CAR CHARGE STATION
- FILL PIPE
- FIRE HYDRANT
- FLAG POLE
- FLARED END / APRON
- FUEL PUMP
- GRILL
- GUY WIRE ANCHOR
- HANDHOLE
- HANDICAP SPACE
- IRRIGATION SPRINKLER HEAD
- IRRIGATION VALVE BOX
- LIFT STATION CONTROL PANEL
- LIFT STATION
- LIGHT POLE
- MAILBOX
- MANHOLE-COMMUNICATION
- MANHOLE-ELECTRIC
- MANHOLE-GAS
- MANHOLE-HEAT
- MANHOLE-RECLAIMED WATER
- MANHOLE-SANITARY SEWER
- MANHOLE-STORM SEWER
- MANHOLE-UTILITY
- MANHOLE-WATER
- METER
- DRIVE-THRU MICROPHONE
- PARKING METER
- PAVEMENT MARKING
- PEDESTAL-COMMUNICATION
- PEDESTAL-ELECTRIC
- PEDESTRIAN PUSH BUTTON
- PICNIC TABLE
- POLE-UTILITY
- POST
- RAILROAD SIGNAL POLE
- REGULATION STATION GAS
- SATELLITE DISH
- SIGN TRAFFIC
- SIGNAL CONTROL CABINET
- SOIL BORING
- SIREN
- TELEPHONE BOOTH
- TILE INLET
- TILE OUTLET
- TILE RISER
- TRANSFORMER-ELECTRIC
- TREE-CONIFEROUS
- TREE-DEAD
- TREE-DECIDUOUS
- TREE STUMP
- TRAFFIC ARM BARRIER
- TRAFFIC SIGNAL
- TRASH CAN
- UTILITY MARKER
- VALVE
- VALVE POST INDICATOR
- VALVE VAULT
- VAULT
- VENT PIPE
- WATER SPIGOT
- WELL
- WETLAND DELINEATED MARKER
- WETLAND
- WET WELL
- YARD HYDRANT

PROPOSED TOPOGRAPHIC SYMBOLS

- CLEANOUT
- MANHOLE
- LIFT STATION
- STORM SEWER CIRCULAR CASTING
- STORM SEWER RECTANGULAR CASTING
- STORM SEWER FLARED END / APRON
- STORM SEWER OUTLET STRUCTURE
- STORM SEWER OVERFLOW STRUCTURE
- CURB BOX
- FIRE HYDRANT
- WATER VALVE
- WATER REDUCER
- WATER BEND
- WATER TEE
- WATER CROSS
- WATER SLEEVE
- WATER CAP / PLUG
- RIP RAP
- DRAINAGE FLOW
- TRAFFIC SIGNS

SURVEY SYMBOLS

- BENCHMARK LOCATION
- CONTROL POINT
- MONUMENT FOUND
- CAST IRON MONUMENT
- STONE MONUMENT

EXISTING TOPOGRAPHIC LINES

- RETAINING WALL
- FENCE
- FENCE-DECORATIVE
- GUARD RAIL
- TREE LINE
- BUSH LINE

SURVEY LINES

- CONTROLLED ACCESS
- BOUNDARY
- CENTERLINE
- EXISTING EASEMENT LINE
- PROPOSED EASEMENT LINE
- EXISTING LOT LINE
- PROPOSED LOT LINE
- EXISTING RIGHT-OF-WAY
- PROPOSED RIGHT-OF-WAY
- SETBACK LINE
- SECTION LINE
- QUARTER LINE
- SIXTEENTH LINE
- TEMPORARY EASEMENT

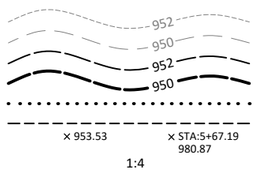
EXISTING UTILITY LINES

- FORCEMAIN
- SANITARY SEWER
- SANITARY SERVICE
- STORM SEWER
- STORM SEWER DRAIN TILE
- WATERMAIN
- WATER SERVICE
- RECLAIMED WATER

PROPOSED UTILITY LINES

- FORCEMAIN
- SANITARY SEWER
- SANITARY SERVICE
- STORM SEWER
- STORM SEWER DRAIN TILE
- WATERMAIN
- WATER SERVICE
- PIPE CASING
- TRENCHLESS PIPE (PLAN VIEW)
- TRENCHLESS PIPE (PROFILE VIEW)

GRADING INFORMATION



- EXISTING CONTOUR MINOR
- EXISTING CONTOUR MAJOR
- PROPOSED CONTOUR MINOR
- PROPOSED CONTOUR MAJOR
- PROPOSED GRADING LIMITS / SLOPE LIMITS
- PROJECT LIMITS
- PROPOSED SPOT ELEVATION
- RISE:RUN (SLOPE)

HATCH PATTERNS

- BITUMINOUS
- GRAVEL
- CONCRETE

EXISTING PRIVATE UTILITY LINES

NOTE:
EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

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- UNDERGROUND FIBER OPTIC
- UNDERGROUND ELECTRIC
- UNDERGROUND GAS
- UNDERGROUND COMMUNICATION
- OVERHEAD ELECTRIC
- OVERHEAD COMMUNICATION
- OVERHEAD UTILITY

UTILITIES IDENTIFIED WITH A QUALITY LEVEL :

LINE TYPES FOLLOW THE FORMAT: UTILITY TYPE - QUALITY LEVEL
EXAMPLE: G-A G-A UNDERGROUND GAS, QUALITY LEVEL A
UTILITY QUALITY LEVEL (A,B,C,D) DEFINITIONS CAN BE FOUND IN CI/ASCE 38-22.

UTILITY QUALITY LEVELS:

QUALITY LEVEL D: PROVIDES THE MOST BASIC LEVEL OF INFORMATION. IT INVOLVES COLLECTING DATA FROM EXISTING UTILITY RECORDS. RECORDS MAY INCLUDE AS-BUILT DRAWINGS, DISTRIBUTION AND SERVICES MAPS, EXISTING GEOGRAPHIC INFORMATION SYSTEM DATABASES, CONSTRUCTION PLANS, ETC.

QUALITY LEVEL C: INVOLVES SURVEYING VISIBLE SUBSURFACE UTILITY STRUCTURES SUCH AS MANHOLES, HAND-HOLES, UTILITY VALVES AND METERS, FIRE HYDRANTS, PEDESTALS AND UTILITY MARKERS, AND THEN CORRELATING THE INFORMATION WITH EXISTING UTILITY RECORDS TO CREATE COMPOSITE DRAWINGS. INCLUDES QUALITY LEVEL D ACTIVITIES.

QUALITY LEVEL B: INVOLVES DESIGNATING THE HORIZONTAL POSITION OF SUBSURFACE UTILITIES THROUGH SURFACE DETECTION METHODS AND COLLECTING THE INFORMATION THROUGH A SURVEY METHOD. INCLUDES QUALITY LEVEL C AND D TASKS.

QUALITY LEVEL A: PROVIDES THE HIGHEST LEVEL OF ACCURACY. IT INVOLVES LOCATING OR POTHOLING UTILITIES AS WELL AS ACTIVITIES IN QUALITY LEVELS B, C, AND D. THE LOCATED FACILITY INFORMATION IS SURVEYED AND MAPPED AND THE DATA PROVIDES PRECISE PLAN AND PROFILE INFORMATION.

ABBREVIATIONS

A	ALGEBRAIC DIFFERENCE	GRAV	GRAVEL	RSC	RIGID STEEL CONDUIT
ADJ	ADJUST	GU	GUTTER	RT	RIGHT
ALT	ALTERNATE	GV	GATE VALVE	SAN	SANITARY SEWER
B-B	BACK TO BACK	HDPE	HIGH DENSITY POLYETHYLENE	SCH	SCHEDULE
BIT	BITUMINOUS	HH	HANDHOLE	SERV	SERVICE
BLDG	BUILDING	HP	HIGH POINT	SHLD	SHOULDER
BMP	BEST MANAGEMENT PRACTICE	HWL	HIGH WATER LEVEL	STA	STATION
BR	BEGIN RADIUS	HYD	HYDRANT	STD	STANDARD
BV	BUTTERFLY VALVE	I	INVERT	STM	STORM SEWER
CB	CATCH BASIN	K	CURVE COEFFICIENT	TC	TOP OF CURB
C&G	CURB AND GUTTER	L	LENGTH	TE	TEMPORARY EASEMENT
CIP	CAST IRON PIPE	LO	LOWEST OPENING	TEMP	TEMPORARY
CIPP	CURED-IN-PLACE PIPE	LP	LOW POINT	TNH	TOP NUT HYDRANT
CL	CENTER LINE	LT	LEFT	TP	TOP OF PIPE
CL.	CLASS	MAX	MAXIMUM	TYP	TYPICAL
CLVT	CULVERT	MH	MANHOLE	VCP	VITRIFIED CLAY PIPE
CMP	CORRUGATED METAL PIPE	MIN	MINIMUM	VERT	VERTICAL
C.O.	CHANGE ORDER	MR	MID RADIUS	VPC	VERTICAL POINT OF CURVE
COMM	COMMUNICATION	NIC	NOT IN CONTRACT	VPI	VERTICAL POINT OF INTERSECTION
CON	CONCRETE	NMC	NON-METALLIC CONDUIT	VPT	VERTICAL POINT OF TANGENT
CSP	CORRUGATED STEEL PIPE	NTS	NOT TO SCALE	WM	WATERMAIN
DIA	DIAMETER	NWL	NORMAL WATER LEVEL		
DIP	DUCTILE IRON PIPE	OHW	ORDINARY HIGH WATER LEVEL		
DWY	DRIVEWAY	PC	POINT OF CURVE	AC	ACRES
E	EXTERNAL CURVE DISTANCE	PCC	POINT OF COMPOUND CURVE	CF	CUBIC FEET
ELEC	ELECTRIC	PE	PERMANENT EASEMENT	CV	COMPACTED VOLUME
ELEV	ELEVATION	PED	PEDESTRIAN, PEDESTAL	CY	CUBIC YARD
EOF	EMERGENCY OVERFLOW	PERF	PERFORATED PIPE	EA	EACH
ER	END RADIUS	PERM	PERMANENT	EV	EXCAVATED VOLUME
ESMT	EASEMENT	PI	POINT OF INTERSECTION	LB	POUND
EX	EXISTING	PL	PROPERTY LINE	LF	LINEAR FEET
FES	FLARED END SECTION	PRC	POINT OF REVERSE CURVE	LS	LUMP SUM
F-F	FACE TO FACE	PT	POINT OF TANGENT	LV	LOOSE VOLUME
FF	FINISHED FLOOR	PVC	POLYVINYL CHLORIDE PIPE	SF	SQUARE FEET
F&I	FURNISH AND INSTALL	PVMT	PAVEMENT	SV	STOCKPILE VOLUME
FM	FORCEMAIN	R	RADIUS	SY	SQUARE YARD
FO	FIBER OPTIC	R/W	RIGHT-OF-WAY		
F.O.	FIELD ORDER	RCP	REINFORCED CONCRETE PIPE		
GRAN	GRANULAR	RET	RETAINING		

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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
KEVIN P. KIELB
LIC. NO. 23211 DATE 8/20/2024

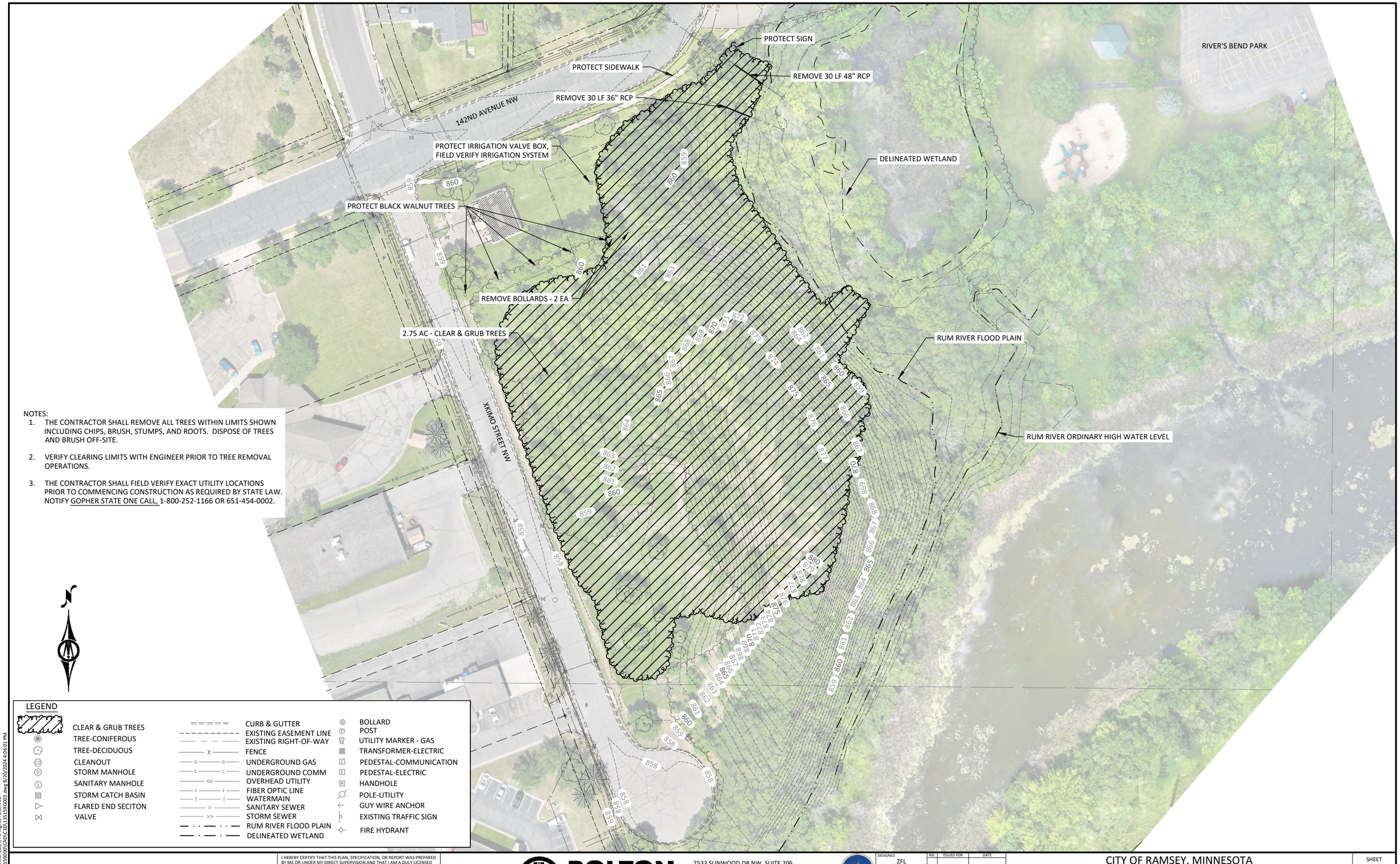
BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MN 55303
Phone: (763) 433-2851
Email: Ramsey@bolton-menk.com
www.bolton-menk.com

City of RAMSEY

DESIGNED	ZFL
DRAWN	TJH
CHECKED	KPK
CLIENT PROJ. NO.	CP 25-01

NO.	ISSUED FOR	DATE

CITY OF RAMSEY, MINNESOTA
RIVERS BEND REGIONAL STORMWATER IMPROVEMENTS
LEGEND



NOTES:

1. THE CONTRACTOR SHALL REMOVE ALL TREES WITHIN LIMITS SHOWN INCLUDING CHIPS, BRUSH, STUMPS, AND ROOTS. DISPOSE OF TREES AND BRUSH OFF-SITE.
2. VERIFY CLEARING LIMITS WITH ENGINEER PRIOR TO TREE REMOVAL OPERATIONS.
3. THE CONTRACTOR SHALL FIELD VERIFY EXACT UTILITY LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

LEGEND

- CLEAR & GRUB TREES
- TREE-CONIFEROUS
- TREE-DECIDUOUS
- CLEANOUT
- STORM MANHOLE
- SANITARY MANHOLE
- STORM CATCH BASIN
- FLARED END SECITON
- VALVE
- CURB & GUTTER
- EXISTING EASEMENT LINE
- EXISTING RIGHT-OF-WAY
- FENCE
- UNDERGROUND GAS
- UNDERGROUND COMM
- OVERHEAD UTILITY
- FIBER OPTIC LINE
- WATERMAIN
- SANITARY SEWER
- STORM SEWER
- RUM RIVER FLOOD PLAIN
- DELINEATED WETLAND
- BOLLARD
- POST
- UTILITY MARKER - GAS
- TRANSFORMER-ELECTRIC
- PEDESTAL-COMMUNICATION
- PEDESTAL-ELECTRIC
- HANDHOLE
- POLE-UTILITY
- GUY WIRE ANCHOR
- EXISTING TRAFFIC SIGN
- FIRE HYDRANT

0 40 80
SCALE FEET

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

KEVIN P. KIELB
LIC. NO. 23211 DATE 8/20/2024

BOLTON & MENK

7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MN 55303
Phone: (763) 433-2851
Email: Ramsey@bolton-menk.com
www.bolton-menk.com

City of RAMSEY

DESIGNED	ZFL
DRAWN	TJH
CHECKED	KPK
CLIENT PROJ. NO.	CP 25-01

NO.	ISSUED FOR	DATE

CITY OF RAMSEY, MINNESOTA
RIVERS BEND REGIONAL STORMWATER IMPROVEMENTS
EXISTING CONDITIONS & REMOVALS

SHEET 3 OF 12

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STATEMENT OF ESTIMATED QUANTITIES

ITEM NO.	MNDOT SPEC NO.	ITEM	NOTES	UNIT	TOTAL QUANTITY
BASE BID					
1	2021.501	MOBILIZATION		LUMP SUM	1
2	2101.505	CLEARING		ACRE	2.75
3	2101.505	GRUBBING		ACRE	2.75
4	2104.503	REMOVE BOLLARDS		EACH	2
5	2104.503	REMOVE PIPE SEWERS (STORM)		LIN FT	60
6	2106.507	EXCAVATION - COMMON	(1)	LUMP SUM	1
7	2106.507	COMMON EMBANKMENT (CV)	(2)	CU YD	940
8	2106.601	DEWATERING		LUMP SUM	1
9	2108.604	POND LINER SYSTEM	(1), (2), (3)	SQ YD	4415
10	2123.610	STREET SWEEPER (WITH PICKUP BROOM)		HR	24
11	2502.502	15" RC PIPE APRON		EACH	1
12	2502.502	24" RC PIPE APRON		EACH	3
13	2503.503	15" RC PIPE SEWER 3006 CLASS V		LIN FT	64
14	2503.503	24" RC PIPE SEWER 3006 CLASS III		LIN FT	150
15	2503.503	36" RC PIPE SEWER 3006 CLASS III		LIN FT	30
16	2503.503	48" RC PIPE SEWER 3006 CLASS III		LIN FT	30
17	2503.601	TEMPORARY BYPASS PUMPING		LUMP SUM	1
18	2503.602	CONNECT TO EXISTING STORM SEWER		EACH	4
19	2506.502	CASTING ASSEMBLY (STORM SEWER)		EACH	2
20	2504.601	IRRIGATION REPAIR		LIN FT	200
21	2506.603	CONSTRUCT DRAINAGE STRUCTURE (OUTLET CONTROL)		LIN FT	7
22	2506.603	CONSTRUCT DRAINAGE STRUCTURE DES 96-4020 WITH DIVERSION BAFFLE		LIN FT	14
23	2511.507	RANDOM RIP RAP CLASS III		CU YD	50
24	2563.601	TRAFFIC CONTROL		LUMP SUM	1
25	2573.501	STABILIZED CONSTRUCTION EXIT		EACH	1
26	2573.501	STORM DRAIN INLET PROTECTION		EACH	5
27	2573.503	SILT FENCE, TYPE MS		LIN FT	1800
28	2574.507	COMMON TOPSOIL BORROW (LV)		CU YD	900
29	2574.508	FERTILIZER TYPE 3		POUND	530
30	2575.504	EROSION PREVENTION CATEGORY 20		SQ YD	8500
31	2575.505	SEEDING		SQ YD	8500
32	2575.508	SEED MIXTURE 35-241		POUND	70
33	2575.508	HYDRAULIC BONDED FIBER MATRIX		POUND	500
ADD ALTERNATE 1					
34		PREVAILING WAGES	(4)	LUMP SUM	1

NOTES:

(1) BID ITEM INCLUDES ALL TOPSOIL STRIPING, EXCAVATION, AND STOCKPILING. SEE SPECIFICATIONS. AMOUNT OF EXCAVATION IS DEPENDENT ON THE LINER PRODUCT CHOSEN BY THE CONTRACTOR. SEE EARTHWORK TABLES FOR QUANTITIES ASSOCIATED WITH THE DIFFERENT LINER PRODUCTS.

(2) BID ITEM INCLUDES TOPSOIL PLACEMENT AND EMBANKMENT REQUIRED AROUND DIVERSION STRUCTURES. PLACEMENT OF SOIL COVER ASSOCIATED WITH THE GEOSYNTHETIC LINER SHALL BE INCLUDED IN THE POND LINER BID PRICE AND NO ADDITIONAL COMPENSATION SHALL BE GRANTED. SEE TABLE FOR APPROXIAMTE ADDITIONAL QUANTITY.

(3) BENTONITE COMPOSITE LINER, PVC LINER, HDPE LINER, 2.0-FEET THICK CLAY LINER, OR APPROVED EQUAL. SEE SPECIFICATIONS, THE FURNISHING AND INSTALLING OF SPECIFIC ITEMS AND/OR THE PERFORMANCE OF WORK SHALL NOT BE INDIVIDUALLY PAID IN THE ABSENCE OF A SPECIFIC BID ITEM FOR THE WORK. △1

(4) THE OWNER IS PURSUING ADDITIONAL GRANT FUNDING. SHOULD THE OWNER BE SUCCESSFUL, THE CONTRACT SHALL BE SUBJECT TO STATE PREVAILING WAGE REQUIREMENTS. SEE SPECIFICATION APPENDICES FOR REQUIREMENTS.

EARTHWORK SUMMARY - GEOSYNTHETIC LINER SYSTEM

NOTES	ITEMS	UNIT	PROJECT TOTAL
UNADJUSTED VOLUMES BASED ON CROSS SECTIONS			
1	TOPSOIL STRIPPING (EV)	CU YD	1400
1, 2	EXCAVATION (EV)	CU YD	50625
5	EMBANKMENT MATERIAL REQUIRED (CV)	CU YD	40
3	TOPSOIL REQUIRED (CV)	CU YD	900
	EMBANKMENT MATERIAL FOR SOIL COVER	CU YD	1475
EARTHWORK BALANCE			
	TOPSOIL BALANCE		
8	TOPSOIL REQUIRED (LV)	CU YD	1350
4	TOPSOIL GENERATED (LV)	CU YD	1470
	EXCESS TOPSOIL (LV)	CU YD	120
	GRADING MATERIAL BALANCE		
4	GRADING MATERIAL GENERATED (LV)	CU YD	53156
	EMBANKMENT MATERIAL REQUIRED (LV)	CU YD	48
9	EXCESS GRADING MATERIAL (LV)	CU YD	53108
EARTHWORK QUANTITIES			
7	COMMON EXCAVATION (EV)	CU YD	52025
6	COMMON EMBANKEMENT (CV)	CU YD	2415

EARTHWORK SUMMARY TABLE NOTES:

1. PAID FOR AS EXCAVATION - COMMON. TOPSOIL EXCAVATION DEPTHS ARE BASED ON SOIL BORINGS (SEE PROJECT MANUAL)
2. EXCAVATION BELOW TOPSOIL STRIPPING TO PROPOSED SUBRADE (BOTTOM OF PROPOSED TOPSOIL, BOTTOM OF LINER.)
3. 4" OF TOPSOIL ACROSS ALL DISTURBED AREAS ABOVE THE NORMAL WATER LEVEL.
4. ASSUMES 1.05 SWELL FACTOR.
5. PLACEMENT OF EMABANKMENT ANTICIPATING HOLD-DOWN FOR TOPSOIL PLACEMENT.
6. INCLUDES TOPSOIL PLACEMENT & 1' SOIL COVER OVER POND LINER PLACEMENT
7. INCLUDES TOPSOIL EXCAVATION AND REGULAR EXCAVATION
8. ASSUMES 1.5 SHRINKAGE FACTOR
9. ONCE THE SITE IS BALANCED, ALL EXCESS EXCAVATED MATERIAL WILL BECOME PROPERTY OF THE CONTRACTOR AND WILL BE REMOVED FROM THE SITE AND DISPOSED OF AT A SITE SECURED BY THE CONTRACTOR

EARTHWORK SUMMARY - CLAY LINER SYSTEM

NOTES	ITEMS	UNIT	PROJECT TOTAL
UNADJUSTED VOLUMES BASED ON CROSS SECTIONS			
1	TOPSOIL STRIPPING (EV)	CU YD	1400
1, 2	EXCAVATION (EV)	CU YD	52105
5	EMBANKMENT MATERIAL REQUIRED (CV)	CU YD	40
3	TOPSOIL REQUIRED (CV)	CU YD	900
EARTHWORK BALANCE			
	TOPSOIL BALANCE		
8	TOPSOIL REQUIRED (LV)	CU YD	1350
4	TOPSOIL GENERATED (LV)	CU YD	1470
	EXCESS TOPSOIL (LV)	CU YD	120
	GRADING MATERIAL BALANCE		
4	GRADING MATERIAL GENERATED (LV)	CU YD	54710
	EMBANKMENT MATERIAL REQUIRED (LV)	CU YD	48
9	EXCESS GRADING MATERIAL (LV)	CU YD	54662
EARTHWORK QUANTITIES			
	CLAY LINER (CV)	CU YD	2950
7	COMMON EXCAVATION (EV)	CU YD	53500
6	COMMON EMBANKEMENT (CV)	CU YD	940

EARTHWORK SUMMARY TABLE NOTES:

1. PAID FOR AS EXCAVATION - COMMON. TOPSOIL EXCAVATION DEPTHS ARE BASED ON SOIL BORINGS (SEE PROJECT MANUAL)
2. EXCAVATION BELOW TOPSOIL STRIPPING TO PROPOSED SUBRADE (BOTTOM OF PROPOSED TOPSOIL, BOTTOM OF CLAY LINER.)
3. 4" OF TOPSOIL ACROSS ALL DISTURBED AREAS ABOVE THE NORMAL WATER LEVEL.
4. ASSUMES 1.05 SWELL FACTOR.
5. PLACEMENT OF EMABANKMENT ANTICIPATING HOLD-DOWN FOR TOPSOIL PLACEMENT.
6. INCLUDES TOPSOIL PLACEMENT
7. INCLUDES TOPSOIL EXCAVATION AND REGULAR EXCAVATION
8. ASSUMES 1.5 SHRINKAGE FACTOR
9. ONCE THE SITE IS BALANCED, ALL EXCESS EXCAVATED MATERIAL WILL BECOME PROPERTY OF THE CONTRACTOR AND WILL BE REMOVED FROM THE SITE AND DISPOSED OF AT A SITE SECURED BY THE CONTRACTOR

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KEVIN P. KIELB
LIC. NO. 23211 DATE 8/20/2024

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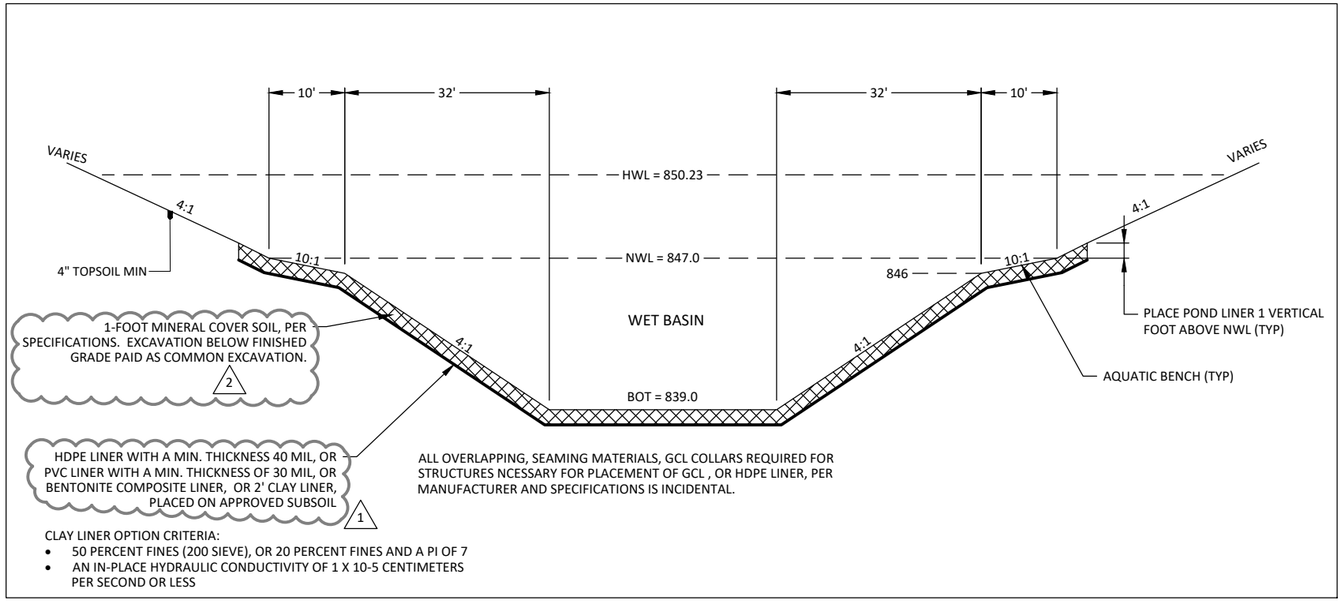
City of RAMSEY

DESIGNED	ZFL
DRAWN	TJH
CHECKED	KPK
CLIENT PROJ. NO.	CP 25-01

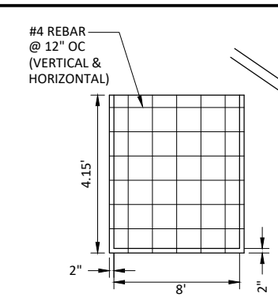
NO.	ISSUED FOR	DATE
1	ADD 1	09/03/2024

CITY OF RAMSEY, MINNESOTA
RIVERS BEND REGIONAL STORMWATER IMPROVEMENTS
STATEMENT OF ESTIMATED QUANTITIES

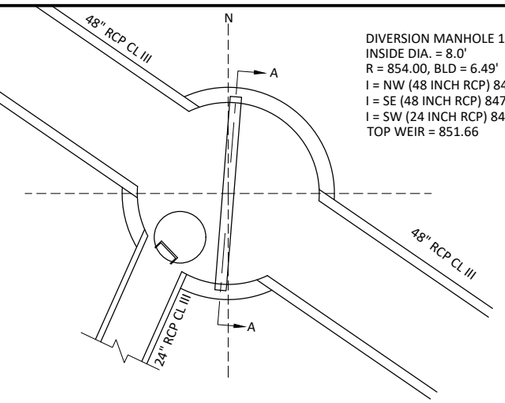


CLAY LINER OPTION CRITERIA:

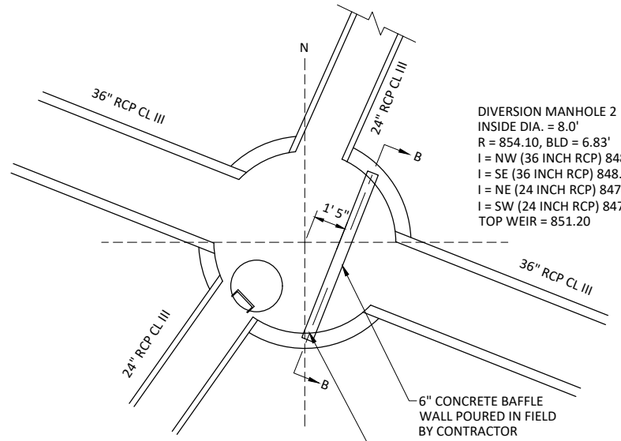
- 50 PERCENT FINES (200 SIEVE), OR 20 PERCENT FINES AND A PI OF 7
- AN IN-PLACE HYDRAULIC CONDUCTIVITY OF 1 X 10-5 CENTIMETERS PER SECOND OR LESS



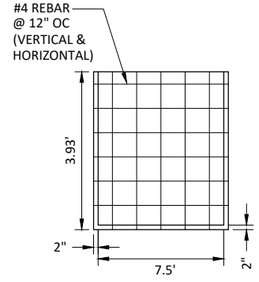
CONCRETE BAFFLE WALL
SECTION A-A



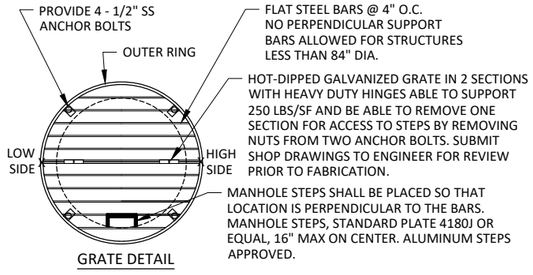
DIVERSION MANHOLE 1
INSIDE DIA. = 8.0'
R = 854.00, BLD = 6.49'
I = NW (48 INCH RCP) 847.57
I = SE (48 INCH RCP) 847.51
I = SW (24 INCH RCP) 847.51
TOP WEIR = 851.66



DIVERSION MANHOLE 2
INSIDE DIA. = 8.0'
R = 854.10, BLD = 6.83'
I = NW (36 INCH RCP) 848.44
I = SE (36 INCH RCP) 848.41
I = NE (24 INCH RCP) 847.27
I = SW (24 INCH RCP) 847.27
TOP WEIR = 851.20

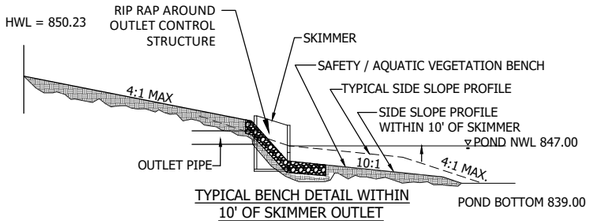


CONCRETE BAFFLE WALL
SECTION B-B

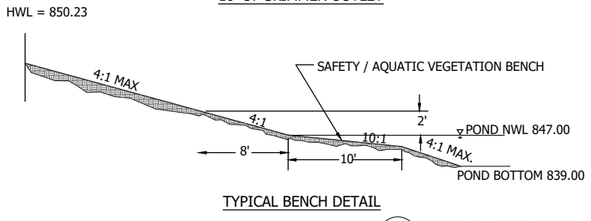


GRATE DETAIL

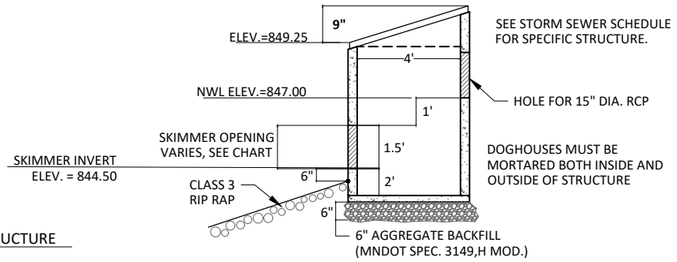
MANHOLE DIAMETER	SKIMMER OPENING
4'	3.5'x1.5'



TYPICAL BENCH DETAIL WITHIN
10' OF SKIMMER OUTLET



TYPICAL BENCH DETAIL



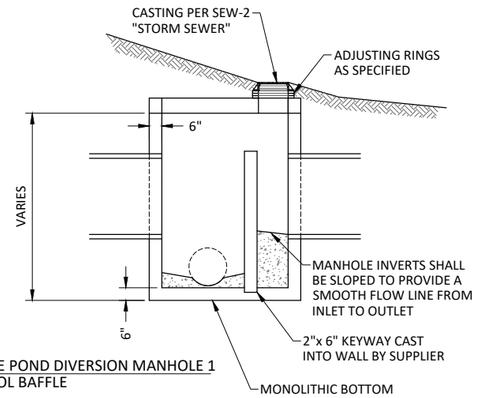
SECTION

1 OUTLET CONTROL STRUCTURE

NOT TO SCALE

NOTE:

1. BAFFLE WALL SHALL BE CONSTRUCTED TO PREVENT LEAKAGE AROUND THE WALL



2 PRECAST CONCRETE POND DIVERSION MANHOLE 1 WITH RATE CONTROL BAFFLE

NOT TO SCALE

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KEVIN P. KIELB
LIC. NO. 23211 DATE 8/20/2024

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RAMSEY, MN 55303
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Email: Ramsey@bolton-menk.com
www.bolton-menk.com

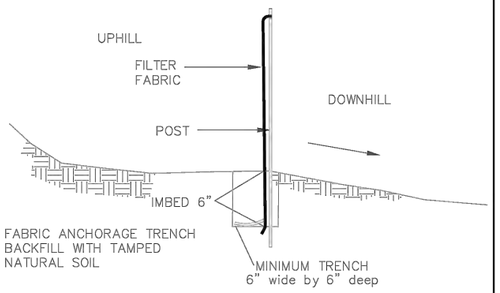
City of RAMSEY

DESIGNED	ZFL
DRAWN	TJH
CHECKED	KPK
CLIENT PROJ. NO.	CP 25-01

NO.	ISSUED FOR	DATE
1	ADD 1	09/03/2024
2	ADD 2	09/05/2024

CITY OF RAMSEY, MINNESOTA
RIVERS BEND REGIONAL STORMWATER IMPROVEMENTS
POND TYPICAL SECTION

SHEET 5 OF 12

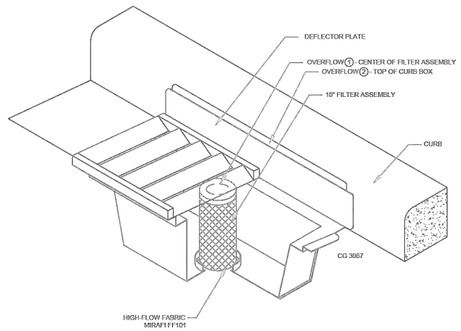


INSTALL AS PER FILTER FABRIC MANUFACTURER'S RECOMMENDATIONS

SILT FENCE DETAIL

NO SCALE

APPROVED: 1 – 2016	City of RAMSEY	STANDARD DETAILS: SILT FENCE
		CITY PLATE No. ERO–1

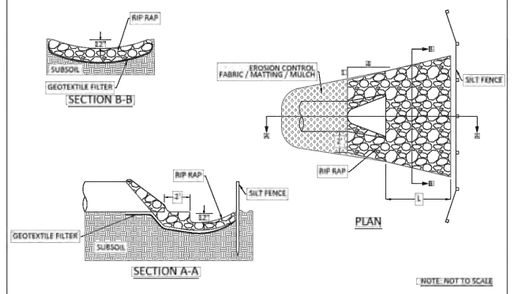


INLET PROTECTION – WIMCO OR EQUAL

N.T.S.

NOTE:
THIS INLET PROTECTION SHALL BE USED IMMEDIATELY FOLLOWING CURB & GUTTER CONSTRUCTION. INLET PROTECTION SHALL REMAIN INSTALLED AND MAINTAINTED UNTIL ALL HOME CONSTRUCTION IS COMPLETE.

APPROVED: 1 – 2016	City of RAMSEY	STANDARD DETAILS: INLET PROTECTION
		CITY PLATE No. ERO–2



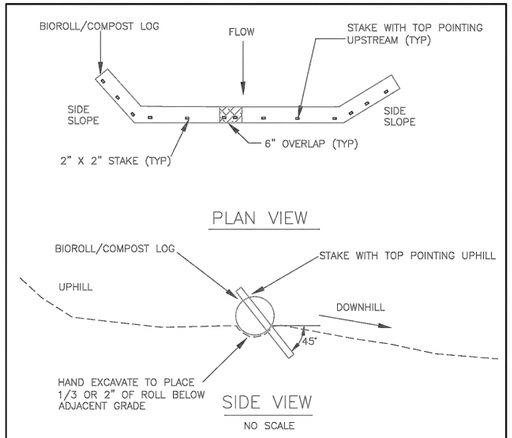
NOTE: NOT TO SCALE

NOTES:
1. ON SLOPES 4:1 OR GREATER, ANCHOR OR STRAIGHT DISKED STRAW MULCH, SEEDED NETTING, GABRIC, OR MATTING SUCH AS EXCELSIOR SHALL BE USED TO STABILIZE DISTURBED SOILS. THESE EXPOSED SOILS MUST BE STABILIZED IMMEDIATELY AFTER GRADING OF SOIL IS COMPLETE.
2. A SKIRTING OF EROSION CONTROL FABRIC OR MULCH MUST BE USED TO PROTECT OUTLETS AS ILLUSTRATED REGARDLESS OF SLOPE.
3. RIP RAP IS CLASS III PLACED 18" THICK.
4. FOR PIPE GREATER THAN 48" DIAMETER OR 58' SPAN, QUANTITY OF GEOTEXTILE FABRIC AND RIP RAP WILL BE HANDLED IN A CASE BY CASE MANNER.
5. GEOTEXTILE FABRIC SHALL COVER THE BOTTOM AND SIDES OF THE AREA EXCAVATED FOR THE RIP RAP MATERIAL.

RIP RAP AT RCP OUTLETS			
DIA. OF PIPE (IN.)	L (FT.)	GEOTEXTILE FABRIC (SY)	18" DEPTH RIP RAP (CU. YD)
12	8	19.6	4.4
15	8	20.8	4.6
18	10	25.6	6.4
21	10	27.4	7.1
24	12	33.4	9.2
27	12	35.2	9.9
30	14	41.6	12.3
36	16	50.5	15.8
42	18	57.8	18.7
48	20	66.5	22.2

RIP RAP AT RCP-A OUTLETS			
SPAN OF PIPE (IN.)	L (FT.)	GEOTEXTILE FABRIC (SY)	18" DEPTH RIP RAP (CU. YD)
22	10	25.6	6.1
28	12	33.2	8.5
36	14	43.5	11.2
43	16	50.5	14.3
51	18	57.5	16.9
58	20	65.2	19.8

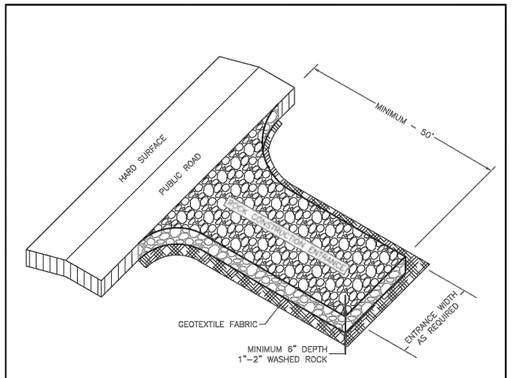
APPROVED: 9 – 2016	City of RAMSEY	STANDARD DETAILS: RIP–RAP
		CITY PLATE No. ERO–3



NO SCALE

NOTE:
STAKE INTO GROUND WITH WOOD STAKES DRIVING STAKE 6" INTO GROUND AND PROTRUDING 2" ABOVE LOG
WOOD STAKES ARE A MINIMUM 0.5" X 2" X 16" AND PLACED EVERY 1' UNLESS PRECLUDED BY A ROCK
WHEN MORE THAN 1 BIOROLL/COMPOST LOG IS NEEDED, OVERLAP ENDS A MINIMUM OF 6" AND STAKE
WOOD STAKES ARE DRIVEN THROUGH BACK HALF OF BIOROLL OR COMPOST LOG AT 45° ANGLE WITH TOP OF STAKE POINTING UPHILL

APPROVED: 3 – 2016	City of RAMSEY	STANDARD DETAILS: BIO ROLL (COMPOST LOG)
		CITY PLATE No. ERO–4

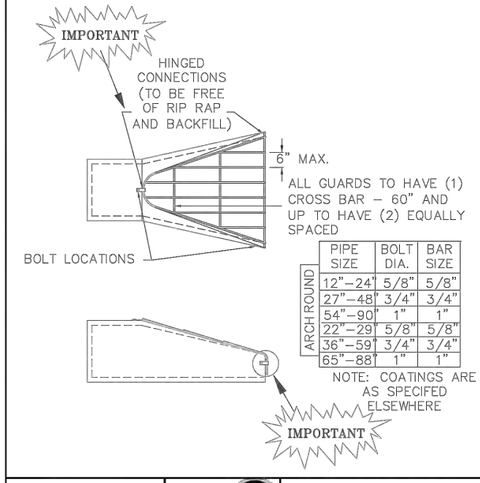


NOTE:
1. MINIMUM CONSTRUCTION ENTRANCE WIDTH EQUAL TO PROPOSED ROADWAY WIDTH.
2. WIDTH OF RADIUS AS REQUIRED TO ENSURE VEHICLES DO NOT TRACK ONTO PUBLIC ROAD.
3. MAINTAINENCE AS REQUIRED TO PREVENT TRACKING ONTO PUBLIC ROADS. THIS MAY REQUIRE TOP DRESSING WITH ADDITIONAL ROCK OR REMOVAL AND REINSTALLATION OF THE ENTRANCE AS NEEDED.

NOT TO SCALE

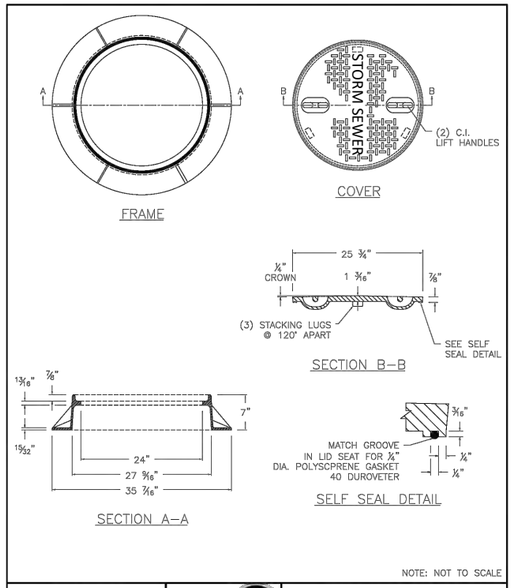
APPROVED: 1 – 2016	City of RAMSEY	STANDARD DETAILS: ROCK CONSTRUCTION ENTRANCE
		CITY PLATE No. ERO–5

NOTE:
GUARDS MUST BE INCORPORATED ON ALL INSTALLATIONS EXCEPT WHERE SPECIFICALLY ALLOWED OTHERWISE BY THE CITY ENGINEER.



ARCH ROUND	PIPE SIZE	BOLT DIA.	BAR SIZE
	12"–24"	5/8"	5/8"
	27"–48"	3/4"	3/4"
	54"–90"	1"	1"
	22"–29"	5/8"	5/8"
	36"–59"	3/4"	3/4"
	65"–88"	1"	1"

APPROVED: 2 – 2006	City of RAMSEY	STANDARD DETAILS: TRASH GUARD
		CITY PLATE No. STO–8



NOTE: NOT TO SCALE

APPROVED: 11 – 2015	City of RAMSEY	STANDARD DETAILS: WATER TIGHT CASTING
		CITY PLATE No. SEW–2

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KEVIN P. KIELB
LIC. NO. 23211 DATE 8/20/2024

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RAMSEY, MN 55303
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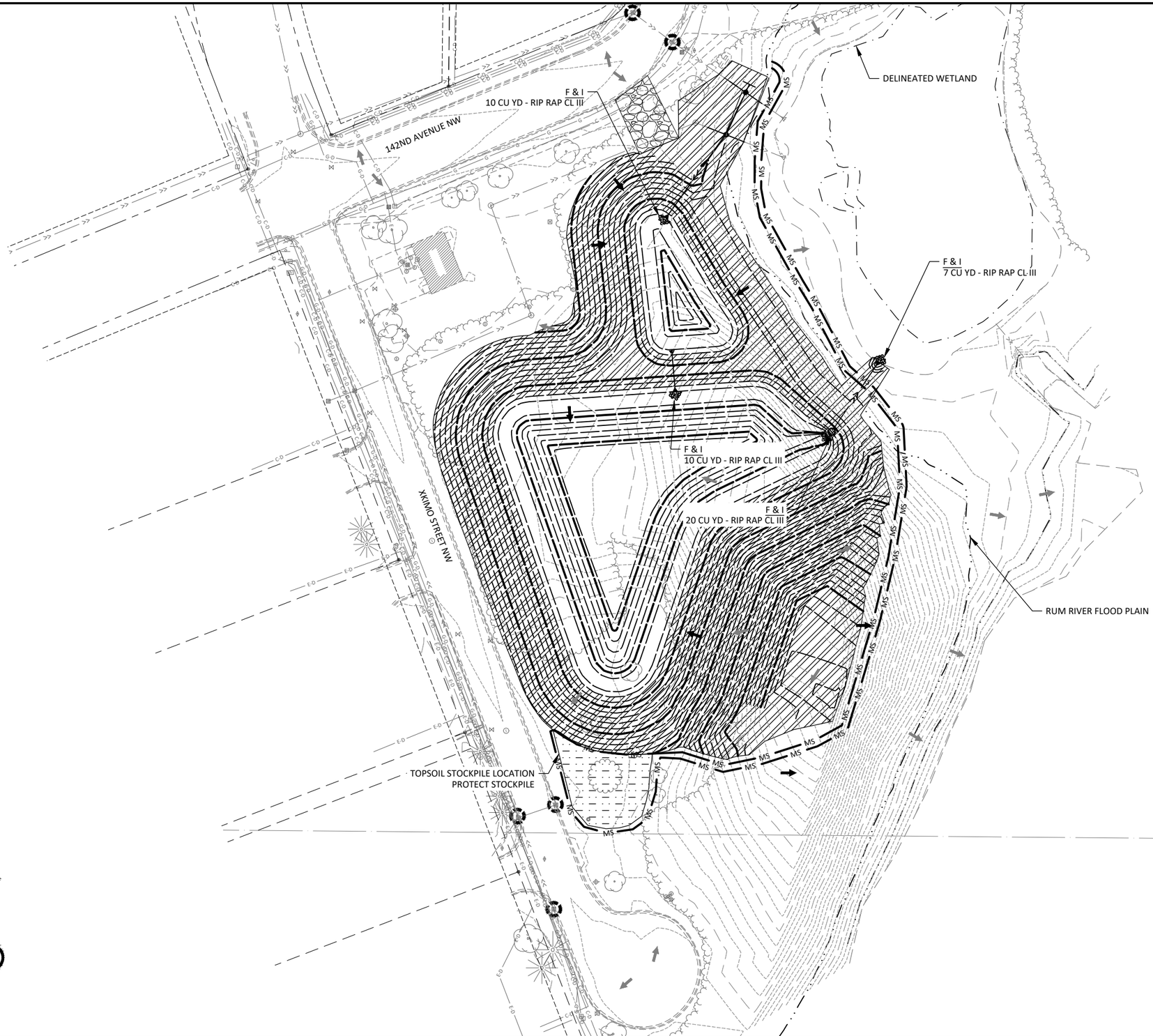
City of RAMSEY

DESIGNED	ZFL
DRAWN	TJH
CHECKED	KPK
CLIENT PROJ. NO.	CP 25-01

NO.	ISSUED FOR	DATE

CITY OF RAMSEY, MINNESOTA
RIVERS BEND REGIONAL STORMWATER IMPROVEMENTS
DETAILS



EROSION CONTROL LEGEND

- STORM DRAIN INLET PROTECTION
- MS — SILT FENCE - MACHINE SLICED
- RIP RAP CLASS III
- PROPOSED DRAINAGE FLOW
- EXISTING DRAINAGE FLOW
- ROLLED EROSION PREVENTION CATEGORY 20 AND SEED MIX 35-241
- HYDRAULIC BONDED FIBER MATRIX
- STABILIZED CONSTRICTION EXIT

NOTES:

1. ALL CATCH BASINS AND INLETS, BOTH EXISTING AND PROPOSED, SHALL HAVE INLET PROTECTION INSTALLED PRIOR TO DISTURBANCE AND REMAIN IN PLACE UNTIL CONSTRUCTION IS COMPLETED.
2. CONSTRUCT STABILIZED CONSTRUCTION EXITS AS NECESSARY THROUGHOUT THE PROJECT.
3. QUANTITY FOR INLET PROTECTION IS BASED ON INLET PROTECTION NEEDED FOR EACH STRUCTURE DURING THE COURSE OF THE PROJECT.
4. ONCE STARTED, STORM SEWER AND GRADING ACTIVITIES SHALL BE EXECUTED DILIGENTLY AND CONTINUOUSLY UNTIL COMPLETE.
5. PLACE 4" OF TOPSOIL IN OFF STREET GREEN SPACE.
6. THE CONTRACTOR SHALL USE ONSITE TOPSOIL STOCKPILE FOR TOPSOIL INSTALLATION. NO TOPSOIL SHALL BE IMPORTED WITHOUT APPROVAL FROM THE ENGINEER.
7. STABILIZE TOPSOIL STOCKPILE WITH HYDRAULIC BONDED FIBER MATRIX AT THE DIRECTION OF THE ENGINEER IN THE FIELD.

0 40 80
SCALE FEET

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KEVIN P. KIELB
LIC. NO. 23211 DATE 8/20/2024

BOLTON & MENK

7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MN 55303
Phone: (763) 433-2851
Email: Ramsey@bolton-menk.com
www.bolton-menk.com

City of RAMSEY

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CLIENT PROJ. NO.	CP 25-01

NO.	ISSUED FOR	DATE

CITY OF RAMSEY, MINNESOTA
RIVERS BEND REGIONAL STORMWATER IMPROVEMENTS
EROSION CONTROL & TURF ESTABLISHMENT

SHEET 7 OF 12

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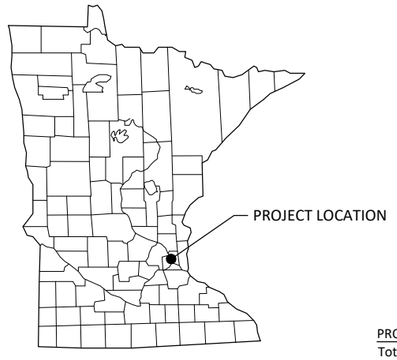
STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

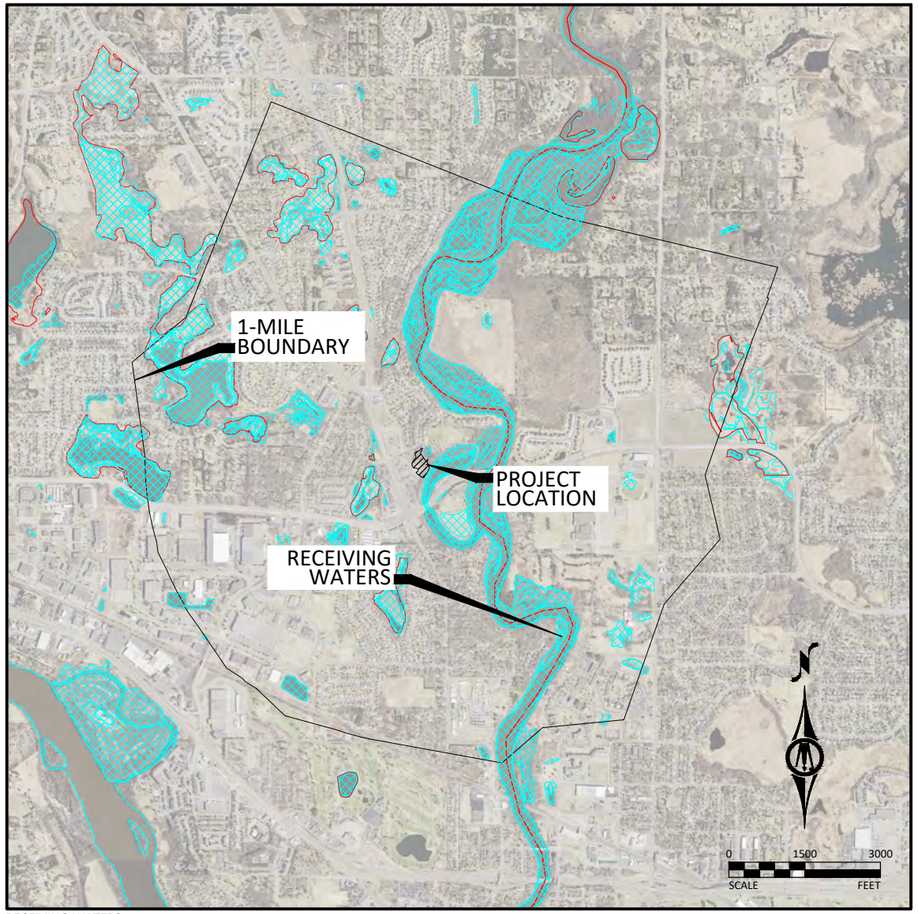
Rivers Bend Pond -2024

CITY OF Ramsey
Anoka COUNTY, MINNESOTA



LEGEND

- PROJECT LOCATION
- 1-MILE BOUNDARY
- IMPAIRED, SPECIAL OR PROTECTED WATERS
- NATIONAL WETLANDS INVENTORY
- RECEIVING WATERS



RESPONSIBLE PARTIES:
The Contractor and Owner will be joint applicants under the MPCA's General Stormwater Permit for Construction Activity as required by the National Pollutant Discharge Elimination System (NPDES) Phase II program.

The Contractor shall provide one or more trained Construction SWPPP Manager(s) knowledgeable and experienced in the application of erosion prevention and sediment control BMPs that will oversee the implementation of the SWPPP, and the installation, inspection and maintenance of the erosion prevention and sediment control BMPs.

A Construction SWPPP Manager must be available for an on-site inspection within 72 hours upon request by the MPCA.

	COMPANY	CONTACT PERSON	PHONE
OWNER:	City of Ramsey	Bruce Westby, PE	763-433-9825
SWPPP DESIGNER:	Bolton & Menk, Inc.	Timothy Haugo	763-433-2851
CONTRACTOR:	TBD	TBD	TBD
CONSTRUCTION SWPPP MANAGER:	TBD	TBD	TBD
PARTY RESPONSIBLE FOR LONG TERM O&M:	City of Ramsey	Bruce Westby, PE	763-433-9825

The SWPPP Designer, Construction SWPPP Manager, and BMP Installer must have appropriate training. Documentation showing training commensurate with the job duties and responsibilities is required to be included in the SWPPP prior to any work beginning on the site. Training documentation for the SWPPP Designer is included on the Narrative sheet. The Contractor shall attach training documentation to this SWPPP for the Construction SWPPP Manager and BMP Installer prior to the start of construction. This information shall be kept up to date until the project NOT is filed.

ADDITIONAL COMPENSATION
Payment for all work associated with Erosion and Sediment Control shall be as described in the Project Manual. Unless otherwise authorized by the Owner no additional payment shall be made for any work required to administer and maintain the site erosion and sediment control in compliance with the Minnesota Pollution Control Agency (MPCA) - General Stormwater Permit for Construction Activity (MN R100001) including but not limited to inspection, maintenance, and removal of BMPs or addition of BMPs to accommodate Contractor phasing.

DOCUMENT RETENTION
Permittees must make the SWPPP, including all inspection reports, maintenance records, training records and other information required by this permit, available to federal, state, and local officials within three (3) days upon request for the duration of the permit and for three (3) years following the NOT.

GENERAL STORMWATER DISCHARGE REQUIREMENTS
All requirements listed in Section 5.1 of the Permit for the design of the permanent stormwater management system and discharge have been included in the preparation of this SWPPP. These include but are not limited to:

1. The expected amount, frequency, intensity, and duration of precipitation.
2. The nature of stormwater runoff and run-on at the site
3. Peak flow rates and stormwater volumes to minimize erosion at outlets and downstream channel and stream bank erosion.
4. The range of soil particle sizes expected to be present on the site.

Permanent stormwater treatment systems for this project have been designed in accordance with the guidance in the MN Stormwater Manual in place at the time of bidding. Copies of the design information and calculations are part of this SWPPP and will be provided in digital format upon written request to the Engineer.

PROJECT AREAS:

Total Project Size (disturbed area) =	2.8	ACRES
Existing area of impervious surface =	0	ACRES
Post construction area of impervious surface =	0	ACRES
Total new impervious surface area created =	0	ACRES

Planned Construction Start Date:	9/15/2024
Estimated Construction Completion Date:	11/15/2024

PERMANENT STORMWATER MANAGEMENT SYSTEM:
Type of storm water management used if more than 1 acre of new impervious surface is created:

1	Wet Sedimentation Basin
	Infiltration/Filtration
	Regional Pond
	Permanent Stormwater Management Not Required

PROJECT LOCATION:

COUNTY	TOWNSHIP	RANGE	SECTION	LATITUDE	LONGITUDE
ANOKA	T32N	R25W	25	45.22821°	-93.39473°

BMP SUMMARY	QUANTITY	UNIT
STORM DRAIN INLET PROTECTION	5	EACH
ROLLED EROSION PREVENTION CATEGORY 20	8,500	SQ YD
SEEDING MIXTURE 35-241	70	POUND
SILT FENCE MACHINE SLICED	1,800	LIN FT
RIP RAP CLASS III	50	CU YD
STABILIZED CONSTRUCTION EXIT	1	EACH

DESCRIPTION OF CONSTRUCTION ACTIVITIES AND STORMWATER MANAGEMENT:
Construction activities include: Site grading, sanitary sewer and water main extensions, temporary erosion and sediment control, and permanent stabilization.

Storm water currently from the urbanized and undeveloped area is currently being routed to catch basins located along 142nd Ave NW and Xkimo St. NW and flow through storm drains into an existing pond located within Rivers Band park. The existing pond is located south of 142nd Ave NW and Waco st. NW intersection. The outlet of the pond is Rum River. The current pond size is in adequate to treat the current impervious area.

After construction is complete storm water will be managed in a different pond area. The water will be routed through the catch basins located on 142nnd Ave. NW and Xkimo ST. NW and then routed through storm drains to the new biofiltration pond. First entering a wet sedimentation basin with a capacity of 74,000 cubic feet, 5 feet deep, then entering the biofiltration basin. The pond will have a treatment capacity of 148,795 cubic feet.

This project includes the following stormwater management BMPs: Biofiltration and wet sedimentation.

RECEIVING WATERS:
Receiving waters, including surface water, wetlands, Public Waters, and stormwater ponds, within 1-mile of the project boundary are identified on the USGS 7.5 min quad map above. Receiving waters that are impaired, the impairment, and WLA are listed as follows. All specific BMPs relative to construction activities listed in the permit for special, prohibited, restricted, or impaired have been incorporated into this plan. All specific BMPs listed in approved TMDLs and those BMPs listed for construction related waste load allocations have also been incorporated.

NAME OF WATER BODY	TYPE (ditch, pond, wetland, lake, etc.)	Special, Prohibited, Restricted Water [1]	Flows to Impaired Water Within 1-Mile [2]	USEPA Approved Construction Related TMDL [3]
Rum River	River	Nutrients	Yes	NaN

[1] Special, prohibited, and restricted waters are listed in Section 23 of the MN Construction Stormwater General Permit (MNR100001).
[2] Identified as impaired under section 303 (d) of the federal Clean Water Act for phosphorus, turbidity, TSS, dissolved oxygen, and/or aquatic biota.
[3] Construction Related TMDLs include those related to: phosphorus, turbidity, TSS, dissolved oxygen, and/or aquatic biota.

IMPLEMENTATION SCHEDULE AND PHASING: The Contractor is required to provide an updated schedule and site management plan meeting the minimum requirements of Section 1717 of the Minnesota Standard Specifications for Construction.

1) Submit SWPPP Updates to Engineer. Submittal shall include any requested changes to the SWPPP, including but not limited to: Trained Personnel, Locations for Stockpiles, Concrete Washout, Sanitation Facilities, Types and Locations of Erosion & Sediment Control. Failure to submit updates shall be considered acceptance of the SWPPP as designed with no changes.
2) Install perimeter sediment control, inlet protection, and construction exit.
3) Complete Site Grading.
4) Add additional temporary BMPs as necessary during construction based on inspection reports.
5) Ensure final stabilization measures are complete.
6) Provide digital copy of all Field SWPPP Documentation including Inspection Reports and SWPPP Revisions to the Owner.
7) Submit Notice of Termination (NOT) to MPCA. NOTE: The NOT must be submitted to MPCA before Final Stabilization is considered complete.

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CP 25-01			

CITY OF RAMSEY, MINNESOTA
RIVERS BEND REGIONAL STORMWATER IMPROVEMENTS
STORM WATER POLLUTION PREVENTION PLAN

Information contained in this SWPPP narrative sheet summarizes requirements of the GENERAL PERMIT AUTHORIZATION TO DISCHARGE STORMWATER ASSOCIATED WITH CONSTRUCTION ACTIVITY UNDER THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM/STATE DISPOSAL SYSTEM PROGRAM - Permit No: MN RI0000I (Permit) as they apply to this project. All provisions of the Permit including those not specifically cited herein shall apply to this project. The Contractor is responsible to be familiar with and comply with all conditions of the permit. The full text of the Permit is available at: https://www.pca.state.mn.us/sites/default/files/wq-strm2-80a.pdf

SWPPP AMENDMENTS AND SUBMITTALS

Contractor must prepare and submit to the Engineer a SWPPP amendment as necessary to include additional Best Management Practices (BMPs) to correct problems identified or address the following situations.

1. Contact information and training documentation for Construction SWPPP Manager and BMP Installer,
2. There is a change in construction method of phasing, operation, maintenance, weather or seasonal conditions not anticipated during the design of the SWPPP including but not limited to:
   a. Types and/or Locations of BMPs
   b. Material Storage and Spill Response
   c. Fueling Plans
   d. Locations for Stockpiles, Concrete Washout, and Sanitation Facilities and
   e. Project Phasing
3. It is determined that the SWPPP is not achieving objectives of minimizing pollutants in stormwater discharges associated with construction activity, or
4. The SWPPP is not consistent with the terms and conditions of the permit.

The Contractor may implement SWPPP amendments immediately and is not required to wait for Engineer review of the submittal. The responsibility for completeness of SWPPP amendments and compliance with the Permit lies with the Contractor. Review, comment, or lack of comment by the Engineer on a SWPPP amendment shall not absolve the responsibilities of the Contractor in any way.

If a change order is issued for a design change the SWPPP amendment will be prepared by the Engineer and included in the change order.

In addition to SWPPP amendments, the Contractor shall submit to the Engineer Weekly Erosion and Sediment Control Schedule meeting the requirements of MnDOT 1717.

The Contractor shall keep copies of all SWPPP amendments, Weekly Erosion and Sediment Control Schedules, inspection logs, and maintenance logs with the field copy of the SWPPP. A PDF copy of these documents will be provided along with a copy of the final Field Copy of the SWPPP to the Engineer along with the signed Notice of Termination when final stabilization is complete.

EROSION PREVENTION PRACTICES

Stormwater conveyance channels shall be routed around unstabilized areas. Erosion controls and velocity dissipation devices shall be used at outlets within and along the length of any constructed conveyance channel.

The normal wetted perimeter of all ditches or swales, including storm water management pond slopes, that drain waters from the site must be stabilized within 200' of any property edge or discharge point, including storm sewer inlets, within 24 hours of connection.

Temporary or permanent ditches or swales used as sediment containment during construction do not need to be stabilized during temporary period of use and shall be stabilized within 24 hours after no longer used as sediment containment.

Mulch, hydromulch, tackifier, or similar practice shall not be used in any portion of the wetted perimeter of a temporary or permanent drainage ditch or swale section with a continuous slope of greater than 2 percent.

Energy dissipation shall be installed at all temporary or permanent pipe outlets within 24 hours of connection to a surface water or permanent stormwater treatment system.

The Contractor shall phase construction and use construction methods to the extent practical to minimize exposed soils. The project phasing shall be documented in the Weekly Erosion and Sediment Control Schedule.

SEDIMENT CONTROL PRACTICES

Down gradient BMPs including perimeter BMPs must be in place before up gradient land- disturbing activities begin and shall remain in place until final stabilization.

All BMPs that have been adjusted or removed to accommodate short-term activities shall be re-installed or replaced the earlier of the end of the work day or before the next precipitation event even if the activity is not complete.

Inlet BMPs may be removed for specific safety concerns. The BMPs shall be replaced as soon as the safety concern is resolved. The removal shall be documented in the SWPPP as a SWPPP amendment.

Temporary stockpiles must have sediment control BMPs. The Contractor shall prepare and submit to the Engineer a SWPPP amendment showing the location of temporary stockpiles and the BMPs for each stockpile. The SWPPP amendment must meet the minimum requirements of Section 9 of the Permit.

Soil compaction shall be minimized and topsoil shall be preserved, unless infeasible or if construction activities dictate soil compaction or topsoil stripping.

The use of polymers, flocculants, or other sedimentation treatment chemicals are not proposed as part of this SWPPP as designed by the Engineer. If methods or phasing of construction require the use of any of these chemicals, the Contractor shall prepare and submit to the Engineer a SWPPP amendment that meets the minimum requirements of Section 9 of the Permit.

TEMPORARY SEDIMENTATION BASINS

A temporary sedimentation basin has not been included in this SWPPP as designed by the Engineer. If a basin is later determined to be desirable or necessary the Contractor shall prepare and submit to the Engineer a SWPPP amendment. Temporary sedimentation basins shall meet or exceed the minimum requirements of Section 14 of the Permit and shall include a basin draining plan meeting or exceeding the minimum requirements of Section 10 of the Permit. Where the site discharges to Special and/or Impaired Waters the SWPPP amendment shall also meet or exceed the minimum requirements of Section 23 of the permit.

DEWATERING

A dewatering plan has not been included in this SWPPP as designed by the Engineer. If dewatering is required for this project, the Contractor shall prepare and submit to the Engineer a SWPPP amendment. All dewatering shall meet or exceed the minimum requirements of Section 10 of the Permit.

POLLUTION PREVENTION

Products and materials that have the potential to leach pollutants that are stored on the site must be stored in a manner designed to minimize contact with stormwater. Materials that are not a source of potential contamination to stormwater or that are designed for exposure to stormwater are not required to be covered.

Hazardous materials including but not limited to pesticides, fertilizer, petroleum products, curing compounds and toxic waste must be properly stored and protected from stormwater exposure as recommended by the manufacturer in an access restricted area.

Solid waste must be stored, collected and disposed of in compliance with Minnesota Administrative Rules Chapter 7035.

Portable toilets must be positioned so that they are secure and will not be tipped or knocked over. Sanitary waste must be disposed of properly in accordance with Minn. R. CH 7041.

Exterior vehicle or equipment washing on the project site shall be limited to a defined area of the site. No engine degreasing is allowed on site. A sign must be installed adjacent to each washout facility that requires site personnel to utilize the proper facilities for disposal of concrete and other washout wastes.

The Contractor shall prepare and submit a SWPPP amendment detailing the location and BMPs proposed for storage of materials, solid waste, portable toilets, and exterior vehicle or equipment washing on the site. The SWPPP amendment shall include a spill prevention and response plan that is appropriate for the materials proposed to be on the site. The SWPPP amendment shall meet or exceed the minimum requirements of Section 12 of the Permit.

INSPECTION & MAINTENANCE

A trained person shall routinely inspect the entire construction site at the time interval indicated on this sheet of the SWPPP during active construction and within 24-hours after a rainfall event greater than 0.5 inches in 24 hours. Following an inspection that occurs within 24-hours after a rainfall event, the next inspection must be conducted at the time interval indicated in the Receiving Waters Table found on the SITE PLAN AND INFORMATION SHEET of the SWPPP.

All inspections and maintenance conducted during construction must be recorded on the day it is completed and must be retained with the SWPPP. Inspection report forms are available in the Project Specifications. Inspection report forms other than those provided shall be approved by the engineer.

The Contractor may request a change in inspection schedule for the following conditions:

a. Inspections of areas with permanent cover to be reduced to once per month,
b. Inspections of areas that have permanent cover and have had no construction activity for 12 months to be suspended until construction resumes,
c. Inspections of areas where construction is suspended due to frozen ground conditions, inspections to be suspended until the earlier of within 24 hours of runoff occurring, or upon resuming construction.

No change in inspection schedule shall occur until authorized by the Engineer.

Inspections must include:

1. All erosion prevention and sediment control BMPs and Pollution Prevention Management Measures to ensure integrity and effectiveness.
2. Surface waters, including drainage ditches and conveyance systems for evidence of erosion and sediment deposition.
3. Construction site vehicle exit locations, streets and curb and gutter systems within and adjacent to the project for sedimentation from erosion or tracked sediment from vehicles.
4. Infiltration areas to ensure that no sediment from ongoing construction activity is reaching the infiltration area and that equipment is not being driven across the infiltration area.

All non-functioning BMPs and those BMPs where sediment reaches one-half (1/2) of the depth of the BMP, or in the case of sediment basins one-half (1/2) of the storage volume, must be repaired, replaced, or supplemented by the end of the next business day after discovery, or as soon as field conditions allow.

Permittees must repair, replace or supplement all nonfunctional BMPs with functional BMPs by the end of the next business day after discovery, or as soon as field conditions allow.

Any sediment that escapes the site must be removed and the area stabilized within 7 calendar days of discovery unless precluded by legal, regulatory, or physical access in which case the work shall be completed within 7 calendar days of authorization. Paved surfaces such as streets shall have any escaped or tracked sediment removed by the end of the day that it is discovered. Sediment release, other than paved surfaces that can be cleaned up with street sweeping shall be reported immediately upon discovery to the Engineer.

PUBLIC WATER RESTRICTIONS:

For public waters that have been promulgated "work in water restrictions" during fish spawning time frames, all exposed soil areas that are within 200 feet of the water's edge, and drain to these waters must complete stabilization within 24-hours during the time period. MN DNR permits are not valid for work in waters that are designated as infested waters unless accompanied by an Infested Waters Permit or written notification has been obtained from MN DNR stating that such permit is not required. There is no exception for pre-existing permits. If a MN DNR Permit has been issued for the project and the water is later designated as infested, the Contractor shall halt all work covered by the MN DNR Permit until an Infested Waters Permit is obtained or that written notification is obtained stating that such permit is not required.

FINAL STABILIZATION

Final Stabilization is not complete until all the following requirements have been met:

1. Substantial Completion has been reached and no ground disturbing activities are anticipated.
2. Permanent cover has been installed with an established minimum uniform perennial vegetation density of 70 percent of its expected final growth. Vegetation is not required in areas where no vegetation is proposed by this project such as impervious surfaces or the base of a sand filter.
3. Accumulated sediment has been removed from all permanent stormwater treatment systems as necessary to ensure the system is operating as designed.
4. All sediment has been removed from conveyance systems
5. All temporary synthetic erosion prevention and sediment control BMPs have been removed. BMPs designated on the SWPPP to remain to decompose on-site may remain.
6. For residential construction only, permit coverage terminates on individual lots if the structures are finished and temporary erosion prevention and downgradient perimeter control is complete, the residence sells to the homeowner, and the permittee distributes the MPCA's "Homeowner Fact Sheet" to the homeowner.
7. For agricultural land only (e.g., pipelines across cropland), the disturbed land must be returned to its preconstruction agricultural use prior to submitting the NOT.

SITE STABILIZATION COMPLETION:

Stabilization of exposed soils shall begin immediately and shall be completed after the construction activity has temporarily or permanently ceased no later than:	7 calendar days

SITE INSPECTION INTERVAL:

A trained person shall routinely inspect the entire construction site during active construction at an interval of no more than:	7 calendar days

SPECIAL ENVIRONMENTAL CONSIDERATIONS AND PERMITS:

1)	Was an environmental review required for this project or any part of a common plan of development or sale that includes all or any portion of this project?	NO
2)	Does any portion of the site have the potential to affect threatened or endangered species or their critical habitat?	NO
3)	Does any portion of this site discharge to a Calcareous fen.	NO
4)	Will any portion of the site potentially affect properties listed on the National Register of Historic Places or a known or discovered archeological site?	NO
5)	Have any Karst features have been identified in the project vicinity?	NO
6)	Is compliance with temporary or permanent stormwater management design requirements infeasible for this project?	NO
7)	Has the MN DNR promulgated "work in water restrictions" for any Public Water this site disharges to during fish spawning?	NO

TYPE OF PERMIT	PERMITTING AGENCY	PERMIT STATUS AND CONDITIONS
Construction Stormwater NPDES	MPCA	Contractor Obtained
Watershed	LRRWMO	In Progress
Dewatering	MnDNR	Contractor Obtained

SWPPP DESIGNER TRAINING DOCUMENTATION:

UNIVERSITY OF MINNESOTA

Timothy Haugo

Design of Construction SWPPP (May 31 2025)

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CITY OF RAMSEY, MINNESOTA
RIVERS BEND REGIONAL STORMWATER IMPROVEMENTS
STORM WATER POLLUTION PREVENTION NARRATIVE

LEGEND

- PROJECT BOUNDARY
- SOIL TYPE
- STEEP SLOPES (>33.3%)

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SOIL TYPE SUMMARY

Map Unit Symbol	Soil Name	Hyd. Soil Group
Ba	Becker	B
DnA	Dickman	A
NyC	Nymore	A

NHEL - Not Highly Erodible Land
PHEL - Potentially Highly Erodible Land
HEL - Highly Erodible Land

LOCATION OF SWPPP REQUIREMENTS IN PROJECT PLAN

DESCRIPTION	SHEET NO.
SITE MAP	8
DIRECTION OF FLOW	8
FINAL STABILIZATION	8
SOILS	10
DRAINAGE STRUCTURES	11
STORM SEWER PLAN & PROFILE SHEETS	12
EROSION & SEDIMENT CONTROL DETAILS	8
NARRATIVE & NOTES	9

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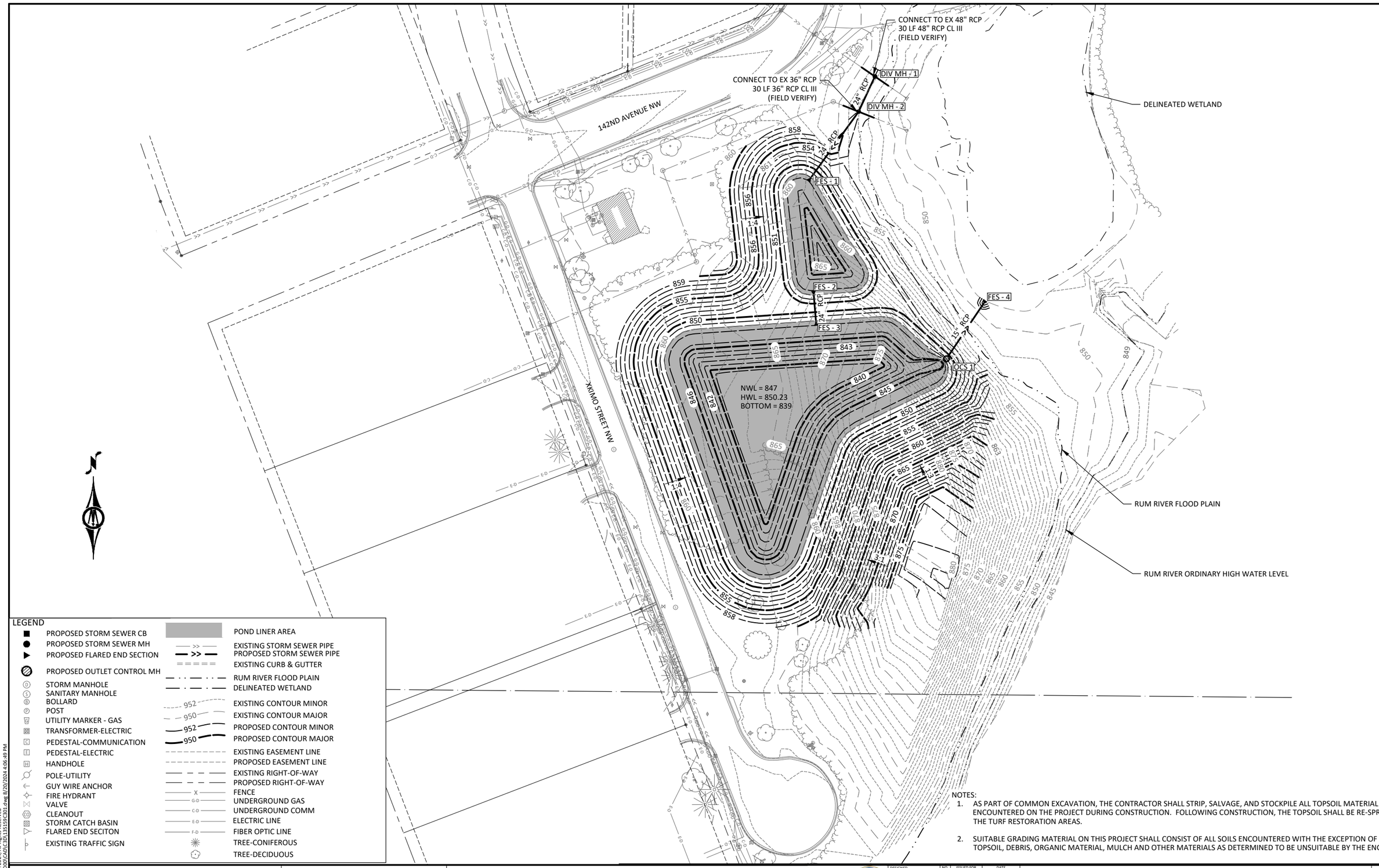
CITY OF RAMSEY, MINNESOTA
RIVERS BEND REGIONAL STORMWATER IMPROVEMENTS
STORM WATER POLLUTION PREVENTION SOILS

SHEET 10 OF 12



LEGEND

PROPOSED STORM SEWER CB	POND LINER AREA
PROPOSED STORM SEWER MH	EXISTING STORM SEWER PIPE
PROPOSED FLARED END SECTION	PROPOSED STORM SEWER PIPE
PROPOSED OUTLET CONTROL MH	EXISTING CURB & GUTTER
STORM MANHOLE	RUM RIVER FLOOD PLAIN
SANITARY MANHOLE	DELINEATED WETLAND
BOLLARD	EXISTING CONTOUR MINOR
POST	EXISTING CONTOUR MAJOR
UTILITY MARKER - GAS	PROPOSED CONTOUR MINOR
TRANSFORMER-ELECTRIC	PROPOSED CONTOUR MAJOR
PEDESTAL-COMMUNICATION	EXISTING EASEMENT LINE
PEDESTAL-ELECTRIC	PROPOSED EASEMENT LINE
HANDHOLE	EXISTING RIGHT-OF-WAY
POLE-UTILITY	PROPOSED RIGHT-OF-WAY
GUY WIRE ANCHOR	FENCE
FIRE HYDRANT	UNDERGROUND GAS
VALVE	UNDERGROUND COMM
CLEANOUT	ELECTRIC LINE
STORM CATCH BASIN	FIBER OPTIC LINE
FLARED END SECITON	TREE-CONIFEROUS
EXISTING TRAFFIC SIGN	TREE-DECIDUOUS

NOTES:

1. AS PART OF COMMON EXCAVATION, THE CONTRACTOR SHALL STRIP, SALVAGE, AND STOCKPILE ALL TOPSOIL MATERIAL ENCOUNTERED ON THE PROJECT DURING CONSTRUCTION. FOLLOWING CONSTRUCTION, THE TOPSOIL SHALL BE RE-SPREAD IN THE TURF RESTORATION AREAS.
2. SUITABLE GRADING MATERIAL ON THIS PROJECT SHALL CONSIST OF ALL SOILS ENCOUNTERED WITH THE EXCEPTION OF TOPSOIL, DEBRIS, ORGANIC MATERIAL, MULCH AND OTHER MATERIALS AS DETERMINED TO BE UNSUITABLE BY THE ENGINEER.

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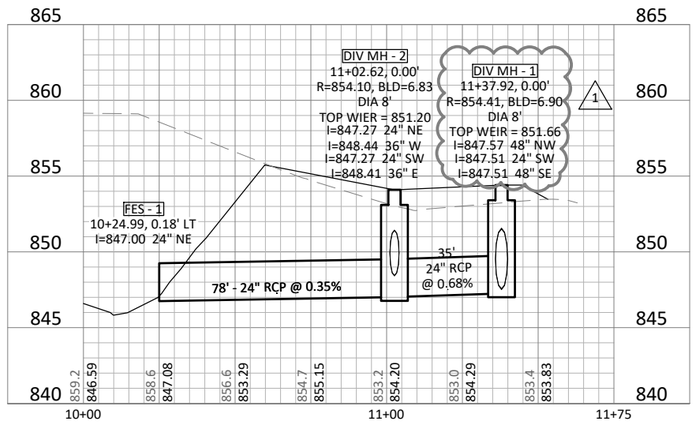
CITY OF RAMSEY, MINNESOTA

RIVERS BEND REGIONAL STORMWATER IMPROVEMENTS

GRADING PLANS

SHEET 11 OF 12



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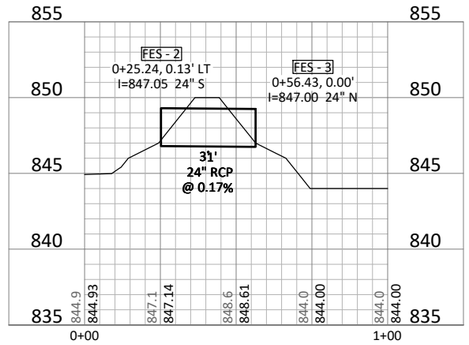

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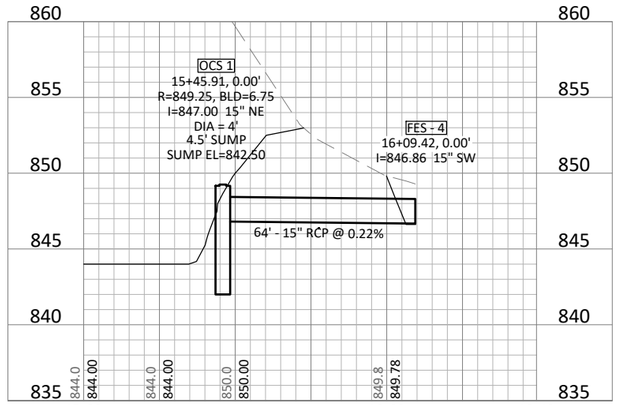

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HORZ. SCALE 0 25 50 FEET

VERT. SCALE 0 5 10 FEET

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

KEVIN P. KIELB
LIC. NO. 23211 DATE 8/20/2024

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City of RAMSEY

DESIGNED	ZFL
DRAWN	TJH
CHECKED	KPK
CLIENT PROJ. NO.	CP 25-01

NO.	ISSUED FOR	DATE
1	REV 1	09/20/2024

CITY OF RAMSEY, MINNESOTA

RIVERS BEND REGIONAL STORMWATER IMPROVEMENTS

STORM SEWER PROFILES

SHEET 12 OF 12

CC Regular Session

Meeting Date: 12/10/2024

Primary Strategic Plan Initiative: Address infrastructure needs.

Title:

Adopt Resolution #24-358 Approving Stormwater Management Facilities Maintenance Policy

Purpose/Background:

The purpose of this case is to approve and adopt the Stormwater Management Facilities Maintenance Policy. This policy is proposed to be amended in the Spring of 2025 by incorporating applicable Inspection and Maintenance Schedules and Inventory Maps into the Appendix. Staff is currently working to populate these documents with applicable data.

Recommendation:

The Public Works Committee and City Staff recommend approving the Stormwater Management Facilities Maintenance Policy.

The City Attorney reviewed the policy and approved it as to legal form.

Outcome/Action:

Motion to adopt Resolution #24-358 Approving Stormwater Management Facilities Maintenance Policy.

Attachments

Resolution

Stormwater Management Facilities Maint Policy

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	12/05/2024 01:59 PM
Brian Hagen	Brian Hagen	12/05/2024 03:04 PM
Form Started By: Marsha Weidner		Started On: 12/03/2024 08:02 AM
Final Approval Date: 12/05/2024		

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

RESOLUTION #24-358

RESOLUTION APPROVING STORMWATER MANAGEMENT FACILITIES MAINTENANCE POLICY

WHEREAS, the Ramsey City Council recognizes the importance of proactively maintaining the City's stormwater management facilities to cost-effectively preserve City infrastructure and protect public health and safety, and

WHEREAS, Ramsey City staff prepared a draft Stormwater Management Facilities Maintenance Policy, and

WHEREAS, the City Attorney reviewed the draft Stormwater Management Facilities Maintenance Policy and approved it as to legal form; and

WHEREAS, the Public Works Committee reviewed the draft Stormwater Management Facilities Maintenance Policy and recommends approval of said Policy.

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

1) That the Ramsey City Council hereby approves the Stormwater Management Facilities Maintenance Policy dated December 10, 2024.

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 10th day of December, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

7550 Sunwood Drive NW ● Ramsey, MN 55303
City Hall: 763.427.1410 ● Fax: 763.427.5543
www.cityoframsey.com

Stormwater Management Facilities Maintenance Policy

Adopted December 10, 2024

Table of Contents

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SECTION 1 INTRODUCTION

1.01 The purpose of this policy is to provide direction and guidance to City staff for maintaining the water quality and flood prevention functions of all City of Ramsey (City) stormwater management facilities including drainageways, storm sewer pipes and culverts, drainage structures, ponds (man-made) and wetlands (natural).

1.02 Maintenance work will not be completed solely for aesthetic purposes or to control odors, such as removal of trash, debris, or vegetation, or restoration of open water areas. Such work will only be completed if required to maintain the drainage functions of the pond.

1.03 This policy complies with and supports the City's Municipal Separate Storm Sewer System (MS4) Permit, Stormwater Pollution Prevention Plan (SWPPP), and Surface Water Management Plan (SWMP).

1.04 All activities undertaken as part of this policy will be performed in compliance with applicable local, state and federal codes, rules, statutes, and other legal requirements.

1.05 All maintenance work undertaken by the City on State-owned properties and right-of-ways shall conform to applicable requirements of the Minnesota Pollution Control Agency (MPCA), the Minnesota Department of Natural Resources (MDNR), the Minnesota Department of Transportation (MnDOT). The City shall obtain required permits from applicable state agencies before conducting maintenance work, if necessary.

1.06 The City shall obtain required permits from the Lower Rum River Watershed Management Organization before conducting maintenance work, if necessary.

1.07 The City is responsible for maintaining all City-owned stormwater management facilities including channels, ditches and other surface drainageways; pipes; ponds; structures and wetlands located on City-owned properties or encumbered within public drainage easements.

1.08 Maintenance responsibilities for stormwater management facilities located on private property and not encumbered by public easements belong to the private property owner.

1.09 The level of maintenance required for the various stormwater management facilities may vary significantly based on design features and functions. Maintenance schedules for City maintained stormwater management facilities are included within the Appendix of this policy.

1.10 Maintenance work completed on naturally-occurring ponds, wetlands, brooks, rivers, streams, and other surface water conveyances, will be limited to drainage structures, pipes and culverts,

and to removing obstructions to flow such as excess silt or vegetation in connecting conveyances, to maintain the flow of stormwater and prevent flooding.

1.11 Maintenance work completed on man-made stormwater ponds, including dry ponds (infiltration basins) and wet ponds (sedimentation ponds), will focus on maintaining the flood prevention and water quality functions of the pond as necessary to restore the pond to original design standards, in addition to maintaining the connected drainage culverts, pipes, structures and drainageways to prevent flooding.

1.12 Maintenance of some ponds is subject to maintenance agreements between the City and the property owner. The City will not perform any maintenance work on such ponds unless the work is expressly required by the agreement. In order to perform maintenance work on stormwater management facilities that are part of the City's drainage system, the City must have the legal right to enter upon the property where the facilities are located. If easements are not in place, the property owner must grant the necessary easements before the City will complete any work on the property.

1.13 Nothing in this policy shall be interpreted to require that the City be responsible for any costs incurred or work completed in the past on any stormwater management facilities. Nothing in this policy shall be interpreted to require that the City be responsible for any new stormwater management facilities until and unless the City has accepted its final design and condition as provided by development agreement.

1.14 The primary goals of this Policy are as follows;

a. Prevent flooding of private properties and public lands.
b. Reduce pollutant and runoff velocities loads entering receiving waters.
c. Ensure compliance with regulatory agency requirements.
d. Improve water quality in brooks, lakes, ponds, and wetlands.
e. Cost-effectively maintain stormwater management facilities.

SECTION 2 INSPECTION AND MAINTENANCE ACTIVITIES

2.01 The Minnesota Department of Transportation is responsible for inspecting and maintaining all stormwater management facilities within any State right-of-way or State-owned property within the City of Ramsey unless a maintenance agreement exists between the State and the City or County designating the City or County as the responsible party for maintaining all or a portion of the State's Stormwater Ponds.

2.02 The Anoka County Highway Department is responsible for inspecting and maintaining all stormwater management facilities within any County right-of-way or County-owned property within the City of Ramsey unless a maintenance agreement exists between the County and the

City or State designating the City or State as the responsible party for maintaining all or a portion of Anoka County's Stormwater Ponds.

2.03 The City of Ramsey is responsible for inspecting and maintaining stormwater ponds within any City right-of-way or City-owned property unless a maintenance agreement exists between the City and the County or State designating the County or State as the responsible party for maintaining all or a portion of the City's Stormwater Ponds. Stormwater management facilities will be inspected on a routine basis to ensure they continue to function as designed. The inspection requirements set forth herein were developed to provide City staff with practical tools to inspect and maintain all stormwater management facilities on a proactive and routine basis.

a. Stormwater Pond Inspections – To start, 5% of all known stormwater ponds that the City is responsible to maintain will be inspected annually, starting at the Mississippi and Rum Rivers and working inland to the north and west. Initial inspections will consist of enlisting consultants to survey ponds to determine how much stormwater storage capacity remains and to schedule pond dredging projects to remove sediment and restore storage capacities. Ongoing inspection requirements include observations for blockage of outlets due to trash, debris, vegetation, or downed trees. Blockages shall be cleared from obstructed outlets as soon as practical. Damaged or deteriorated inlets, outlets and pipes, and malfunctioning valves, gates, locks or access hatches, shall be scheduled for repair or replacement as soon as is economically feasible to do so.

b. Drainage Structure Inspections – Drainage structures, castings and trash guards will be inspected for debris and repair needs during development of pavement management projects, during flood events, or at a minimum once every 5 years. Structure sumps shall be inspected a minimum of every 4 years to determine if the sump needs to be repaired or pumped. Sumps in new developments are checked within one year after completion of the development to determine if cleaning is required.

c. Drainageway Inspections – Drainageways will be inspected for debris and repair needs during development of pavement management projects, during flood events, or at a minimum once every 5 years. Structure sumps shall be inspected a minimum of every 4 years to determine if the sump needs to be repaired or pumped. Sumps in new developments are checked within one year after completion of the development to determine if cleaning is required.

d. Lift Station Inspections – The structure and pumping equipment will be inspected annually.

e. Storm Sewer and Culvert Inspections - Video inspections shall be conducted during development of pavement management projects or when public complaints or concerns are received.

f. Inspection documentation, maintenance recommendations, and requests for routine and emergency maintenance – All associated documents shall be submitted to the Public Works Administrative Assistant, who will then prepare and process Work Orders for

scheduling and reporting purposes. Results of the inspection program are used to update the 10-year Capital Improvement Program for budgeting purposes. Emergency repairs include items such as imminent structure failure or suspicious discharges that require the responsible party to be notified to take immediate action to remedy the issue. Routine maintenance shall be performed as needed. Additional maintenance needs, such as pond dredging, will be scheduled and performed as needed.

2.04 When problems are identified during inspections, a Work Order will be prepared in accordance with the following guidelines;

a. Trees and other vegetation on side slopes will be maintained to provide safe sight distances for traffic and pedestrians
b. Sediment, vegetation, debris and trash will be cleared away from flared ends and trash guards when flows are obstructed.
c. Bank erosion will be corrected when sediment within the pond bottom is greater than one foot deep.
d. Sediment will be removed from pond bottoms once the storage capacity has been reduced by 33-percent or more.

2.05 Private stormwater ponds are managed by private property owners, unless a stormwater maintenance agreement exists between the property owner and the City designating the City as the responsible party for maintaining all or a portion of the private Stormwater Ponds, in which case the City will be responsible for maintaining any items identified within the agreement as a City responsibility.

2.06 Two County Ditches are maintained by the City of Ramsey, those being Ditch 43 and Ditch 66.

2.07 It is normal to observe standing water in ditches for several days or more following heavy rain events and/or multiple rain events within a short period of time. Drainageways may also hold water for weeks during the Spring thaw. Maintenance work will generally not be performed to address standing water in ditches for such periods of time.

2.08 Two (2) Brooks exist within the City of Ramsey. Ford Brook, which receives a very small volume of stormwater runoff from the City of Ramsey, flows across the northeast corner of the City from Trott Brook to the City of Nowthen. Trott Brook, which receives a significant amount of stormwater runoff from the City of Ramsey, generally flows across the center of the City and has numerous stormwater inlets that are not currently inspected on a routine basis.

2.09 Six (6) lakes exist within the City of Ramsey. Three (3) are natural environment lakes (Lake Eddy, Lake Itasca, and Rogers Lake) and three (3) are recreational development lakes (Jeglens Marsh,

Peltzer Pond, and Grass (Sunfish) Lake) per the Surface Water Management Plan. Some lakes have stormwater inlets, which are not currently inspected on a routine basis.

2.10 Two (2) rivers border the City of Ramsey. The Mississippi River borders the south edge of the City and receives stormwater runoff from the City through outfalls along the river banks. The Rum River borders the east edge of the City and receives stormwater runoff from the City through outfalls along the river banks. All river outfalls are inspected annually. Minor repairs are performed as needed. Major repairs are programmed through the Capital Improvement Program.

2.11 Approximately 20-percent of the surface area of the City of Ramsey is covered by wetlands as outlined within the Surface Water Management Plan.

2.12 The City maintains over a dozen Structural Pollution Control Devices (aka hydrodynamic separators or Stormceptors) at various locations across the City's storm sewer system. These devices capture pollutants from stormwater runoff near the point of discharge to receiving water bodies to reduce pollutant loading in receiving water bodies. The City removes pollutants from all of these devices annually, or more often if needed, using a vacuum truck.

SECTION 3 PRIORITIES

3.01 The primary priorities of this Policy are as follows;

a. Start inspections and maintenance of stormwater management facilities along the Mississippi and Rum Rivers. These facilities are anticipated to have the greatest maintenance needs and costs since they are located at the downstream end of the storm sewer system where drainage pipe and structure sizes are the largest, and erosion issues are more prone to occur. Inspecting and maintaining these facilities first will result in the greatest benefit to the City's storm sewer system and the receiving waters.

b. Continue moving inland incrementally with inspections and maintenance of stormwater management facilities for the same reasons noted above.

c. Continue updating this Policy to refine work schedules and incorporate additional maintenance practices based on what is working well and what could work better.

d. Coordinate all inspections and maintenance work with City MS4, SWPPP and SWMP requirements.

e. Continue to improve cost-effectiveness of programmed maintenance practices and operations.

SECTION 4 FINANCIAL CONSIDERATIONS

4.01 For transparency, costs for work required to maintain the City's stormwater management facilities will be included within the City of Ramsey's Capital Improvement Program to the maximum extent practicable.

4.02 All costs for the administration and operation of this Policy shall be funded through the City's Stormwater Funds. The main source of revenues for this fund is the Stormwater Utility Fee. To fully fund this program, annual increases in the stormwater utility fee rate will be necessary for the foreseeable future. The City Council will make the decision on whether or not to fund the program, and at what level, each year as part of its budget process.

4.03 Decisions on which projects to undertake will also be made as part of the budget process and the concurrent annual review of the City's Capital Improvement Program (CIP). The budget will include funds for specific projects and routine maintenance, as well as contingencies for emergencies.

SECTION 5 RECORD KEEPING AND REPORTING

5.01 The City is working to integrate all inventoried stormwater management facilities into its Geographic Information System (GIS) to allow the City to more effectively and efficiently manage its stormwater management facilities. Data will be updated as more information is made available.

5.02 The City is also working to update its as-built record plans and stormwater management facilities inventories, and will include all applicable inventories within the appendix of this Policy at such time that the inventories are reasonably accurate and complete.

5.03 The City will work to evaluate the effectiveness of this Policy over time and will maintain records of observed sediment accumulations over time for future estimating purposes, pond volumes for constructed stormwater ponds including both the water quality volume and permanent pool volume based on pond geometry and inlet, outlet (invert or outlet control), and emergency overflow/spillway elevations.

5.04 The City will attempt to calculate load-based removal efficiencies to analyze the treatment effectiveness of ponds to determine whether opportunities exist to upgrade the functionality of ponds in areas where additional treatment may benefit receiving waters.

5.05 This Policy will be evaluated annually to determine if changes to the frequencies or scopes of work are required. A report of all work completed as a result of this Policy will be presented to the Public Works Committee and/or the City Council on an annual basis.

SECTION 6 APPENDIX

Definitions

Drainage structure – Catch basin (CB), flared end (FE), manhole (MH), outlet control structure (OCS), or structural pollution control device (SPCD). Catch basins and manholes may include a sump in the bottom to help remove sediment and debris from runoff before being discharged from the storm sewer system.

Drainage pipe – Storm sewer or culvert pipe, typically composed of corrugated metal pipe (CMP), polyethylene (PE) pipe, or reinforced concrete pipe (RCP).

Drainageway – Channel, ditch, filter strip, swale or other surface stormwater conveyance constructed to direct or convey stormwater runoff. Most drainageways are vegetated to maintain the structure, resist erosion, assist in decreasing runoff velocity, and promote infiltration and physical filtration. Some drainageways incorporate rock checks to further reduce erosion, sediment transport and runoff velocities. If problems are identified during inspections, a Work Order will be prepared in accordance with the following guidelines;

- Remove sediment when it blocks the flow of stormwater.
- Stabilize and re-seed when erosion gullies exceed one foot in depth.
- Mow to remove vegetation that obstructs flow and to maintain desirable vegetation.

Dry retention basin – A shallow, dry basin with an outlet at the invert of the basin. Dry retention basins are constructed to attenuate peak discharges and temporarily detain runoff to promote sedimentation.

Wet detention basin – A wet basin that maintains a permanent pool of water by using an elevated outlet control structure. Stormwater is treated through sedimentation and biological uptake of pollutants.

Filtration basin – A shallow basin or sand filter with engineered or amended soil and an under-drain system. The basin detains stormwater and allows it to infiltrate through the soil, sand or engineered media. Treated stormwater is directed to the receiving water via the under-drain system.

Infiltration basin – A shallow basin in permeable soils that detain and infiltrate stormwater. There is rarely an under-drain system unless needed to provide maintenance access. Infiltration basins use the natural filtering ability of the soil to remove pollutants from stormwater runoff. If problems are identified during inspections, a Work Order will be prepared in accordance with the following guidelines;

- Replace surface soil or vegetation to maintain a layer of permeable soil or a dense cover of non-woody vegetation in the base of the infiltration area.
- Correct any structural deficiencies that interfere with the function of the basin.
- Remove undesirable vegetation, such as woody vegetation.

Brook – A small natural stream of water flowing in a channel to another brook, lake, river or stream. Two Brooks exist within the City of Ramsey; the Ford Brook and the Trott Brook.

Lake – A large body of water defined as a lake by the City of Ramsey and/or the Minnesota Department of Natural Resources. Two lakes exist within the City of Ramsey; Lake Itasca and Grass/Sunfish Lake.

River – A large natural stream of water flowing in a channel to the sea, a lake, or another river. Two rivers border the City of Ramsey; the Mississippi River on the south and the Rum River on the east.

Stream – A natural stream of water flowing in a channel to a brook, lake, river or another stream.

Trash Guard – Metal grate attached to flared ends or outlet control structures for the purpose of preventing animals, humans, and natural and manmade debris from entering the storm sewer system.

Wetlands –

- Mitigation wetlands – A wetland constructed for replacement of wetlands lost due to construction or alteration of the landscape. These wetlands typically have stormwater discharges routed to the basin to maintain hydrology.
- Stormwater wetlands – A natural wetland or creek segment that has been modified to receive and treat stormwater discharges. Stormwater is treated primarily through biological uptake.

INSPECTION AND MAINTENANCE SCHEDULES

INVENTORY MAP

CC Regular Session

Meeting Date: 12/10/2024

Primary Strategic Plan Initiative: Address infrastructure needs.

Title:

Adopt Resolution #24-359 Approving Trail and Sidewalk Maintenance Policy

Purpose/Background:

The purpose of this case is to approve and adopt the Trail and Sidewalk Maintenance Policy. This policy is proposed to be amended, tentatively in the spring 2025, by adding a Maintenance Schedule to the Appendix under Section 14a.

Recommendation:

The Public Works Committee and City Staff recommend adopting the Trail and Sidewalk Maintenance Policy.

The City Attorney reviewed the policy and approved it as to legal form.

Outcome/Action:

Motion to adopt Resolution #24-359 approving Trail and Sidewalk Maintenance Policy.

Attachments

Resolution

Trail & Sidewalk Maint Policy

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	12/05/2024 02:08 PM
Brian Hagen	Brian Hagen	12/05/2024 03:04 PM
Form Started By: Marsha Weidner		Started On: 12/03/2024 08:03 AM
Final Approval Date: 12/05/2024		

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

RESOLUTION #24-359

RESOLUTION APPROVING TRAIL AND SIDEWALK MAINTENANCE POLICY

WHEREAS, the Ramsey City Council recognizes the importance of proactively maintaining the City's sidewalks and trails to cost-effectively preserve City infrastructure and protect public health and safety, and

WHEREAS, Ramsey City staff prepared a draft Trail and Sidewalk Maintenance Policy, and

WHEREAS, the City Attorney reviewed the draft Stormwater Management Facilities Maintenance Policy and approved it as to legal form; and

WHEREAS, the Public Works Committee reviewed the draft Trail and Sidewalk Maintenance Policy and recommends approval of said Policy.

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

1) That the Ramsey City Council hereby approves the Trail and Sidewalk Maintenance Policy dated December 10, 2024.

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 10th day of December, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

TRAIL & SIDEWALK MAINTENANCE POLICY

City of Ramsey, Minnesota

Adopted December 10, 2025

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SECTION 1.0 INTRODUCTION

1.01 The purpose of this policy is to outline an orderly, consistent and fiscally responsible process to be used by the City officials and City staff in determining which public sidewalks and trails are to be maintained by the City and the standards under which these sidewalks and trails will be maintained.

1.02 The City of Ramsey, Minnesota finds that it is in the best interest of the residents for the city to assume basic responsibility of maintaining sidewalks and trails. This Trail Maintenance Policy sets forth the means and methods to maintain safe trail conditions, produce quality of trail user experiences, and protect the community's investment in the infrastructure over time.

1.03 The City has public sidewalks and trails that vary in age and condition. The City has limited employee and financial resources and cannot reasonably repair and/or replace all sidewalks and trails identified as needing replacement and repair in a given year. As such, the City officials and staff must exercise discretion and professional judgment in determining whether and when such sidewalks and trails need to be repaired or replaced.

1.04 This policy is written and prepared primarily for internal city use, and is not intended to replace plans and specifications, be a technical resource, nor be a primary communication piece for the public.

1.05 The goal of this policy is to develop and sustain maintenance practices that keep trail conditions in a good to average pavement rating status or better. Safety shall be the primary focus. Additionally, the city should continue to budget a consistent amount each year, such that staff can build a trail maintenance program around this amount that can be planned for on an annual basis.

SECTION 2.0 SIDEWALK AND TRAIL INSPECTION

2.01 The Director of Public Works or designee shall establish procedures for regular sidewalk and trail inspection. These procedures shall include:

a. An initial City-wide sidewalk and trail survey.
b. A schedule for routine sidewalk and trail inspections.
c. Criteria for determining whether a particular sidewalk or trail condition is in need of replacement or repair.

1. Criteria for determining whether a particular sidewalk or trail segment is in need of replacement or repair shall include, but not be limited to, a deviation in elevation consistent with best practices, City Policy and compliance with the Americans with Disabilities Act, where applicable.

SECTION 3.0 SIDEWALK AND TRAIL REPLACEMENT AND REPAIR POLICY

3.01 Upon completion of the initial sidewalk and trail survey, the Director of Public Works or designee shall establish a replacement and repair schedule. This schedule is subject to modification based both on sidewalk and trail conditions and the availability of resources for sidewalk and trail replacement and repair. The sidewalk and trail replacement and repair schedule will:

a. Prioritize replacement of sidewalks and trails in a reasonably timely manner considering available funding.
b. Take into consideration and weigh the following factors:
    1. Sidewalk and trail location and amount of pedestrian traffic.
    2. Proximity sidewalk/trail identified as needing replacement or repair to other sidewalks/trails also needing replacement or repair.
c. The nature and severity of the condition needing replacement or repair.
d. The City's budget for replacement or repair of sidewalks and trails
e. Whether, or to what extent, the cost of repair can be recovered from adjacent property owners.
f. Availability of employees, equipment, independent contractors and other resources needed for replacement or repair.
g. Public safety impacts.
h. History of prior accidents or complaints.

SECTION 4.0 BITUMINOUS TRAIL MAINTENANCE PRACTICES

4.01 There are several different categories of bituminous trail maintenance techniques, summarized as:

~ Crack sealing
~ Slurry-sealing
~ Pavement Rejuvenation
~ Patching
~ Overlay
~ Reconstruction

4.02 Each of these pavement maintenance practices have been employed for Ramsey's trails—with 1.5" overlays generally determined to be the most cost effective and frequent annual maintenance activity, with patching occurring in isolated locations as needed each year. The table below from ACI Asphalt & Concrete of Maple Grove, MN provides a typical life cycle for bituminous trail maintenance (aciasphalt.com).

'Asphalt trail pavements, like most infrastructure, has a life cycle. They start out new, they age, and eventually they decline to the point where they need to be replaced. How long pavement lasts depends on a variety of factors, including how well they are constructed initially, the weather, shade and standing water, the amount of use and—most importantly—how well they are maintained. A well-constructed trail can last 20 years or more'.
A trail overlay at Ramsey's Trail Maintenance Policy goal of generally around the 15–20-year interval may extend the useful life of the trail to 40 years or more before needing a complete reconstruct.

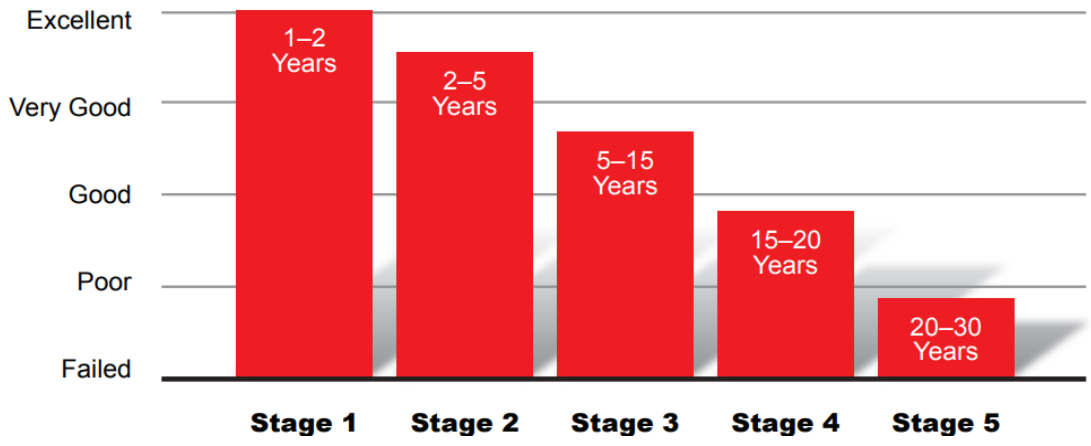
Stage 1: New Pavement (0–1 Years)
- Little or no maintenance required, sealcoating, crack sealing

Stage 2: Initial Preventive Maintenance Phase (2–5 Years)
Typical maintenance procedures:
- Sealcoating, crack sealing, patching

Stage 3: Minor Repairs and Continued Preventive Maintenance (5–15 Years)
Typical maintenance procedures:
- Patch repairs, crack sealing, sealcoating

Stage 4: Major Repairs (15–20 Years)
Typical maintenance procedures:
- Extensive patching repairs, asphalt overlay

Stage 5: Extensive Repairs or Complete Reconstruction (20-30 Years)
Typical maintenance procedures:
- Major repairs throughout the property or complete removal and replacement of the asphalt



SECTION 5.0 SIDEWALK SNOW / ICE REMOVAL

5.01 City employees will be responsible for removing snow from sidewalks that abut City-owned property. Adjacent property owners, including other public entities, are responsible for removing snow and ice from sidewalks that abut their property. This includes any snow plowed from public streets onto the sidewalk.

5.02 The City may, as a public service or for public safety, remove snow and ice from sidewalks that abut private property when consistent with this policy.

5.03 As there are a limited number of personnel and financial resources available, the City will only maintain snow removal from sidewalks after the streets have been plowed. The Director of Public Works or designee will decide when to begin snow and ice removal operations. The criteria for that decision are:

a. Snow accumulation of two inches or more.
b. Drifting snow that impairs pedestrian travel.
c. Time of snowfall in relation to pedestrian travel.
d. Icy conditions which seriously affect pedestrian travel.

5.04 Snow and ice removal operations are expensive and involve the use of limited personnel and equipment. Consequently, snow removal from sidewalks will not generally be conducted for snowfall of less than two inches.

5.05 The level of service will be limited to what can be provided by mechanical equipment.

a. Due to these limitations, sidewalks may not be cleared or maintained to a dry pavement standard.
b. No hand work will be performed by the City or its contractor.
c. Surface irregularities or slippery conditions may result.
d. No ice control (sanding or salting) will be performed by the City or its contractor.

5.06 Reasonable attempts will be made not to deposit excessive snow on driveways or private sidewalks if it is operationally or mechanically controllable. The removal of any snow deposits on private driveways or sidewalks will be the responsibility of the private property owner and/or occupant.

5.07 The City will not be responsible for plow damage to turf, driveways, irrigation systems or landscaping located within public right-of-way or easements. Any related repair will be the responsibility of the private property owner and/or occupant.

5.08 In cases where a nuisance is declared via the City's Code Enforcement Policy, the City may remove snow from walks other than those identified in 4.02 and seek reimbursement if practicable and consistent with City Code.

SECTION 6.0 TRAIL SNOW / ICE REMOVAL

6.01 City employees will be responsible for removing snow and ice from trails identified on the City's Plowed Trails and Sidewalks map.

a. After a snow accumulation of two inches or more.
b. As there are a limited number of personnel and financial resources available, the City will only maintain snow removal from trails after the streets have been plowed and as time allows.
c. Trails providing access to major sections of the City will be plowed first.

6.02 The level of service will be limited to what can be provided by mechanical equipment.
a. Due to these limitations, sidewalks may not be cleared or maintained to a dry pavement standard.
b. No hand work will be performed by the City or its contractor.
c. Surface irregularities or slippery conditions may result.
d. No ice control (sanding or salting) will be performed by the City or its contractor.

6.03 Reasonable attempts will be made not to deposit excessive snow on driveways or private sidewalks if it is operationally or mechanically controllable. The removal of any snow deposits on private driveways or sidewalks will be the responsibility of the private property owner and/or occupant.

6.04 The City will not be responsible for plow damage to turf, driveways, irrigation systems or landscaping located within public rights-of-way or easements. Any related repair will be the responsibility of the private property owner and/or occupant.

SECTION 7.0 TRAIL SWEEPING, MOWING AND TRIMMING

7.01 Trails are swept as needed, which is most often associated with aforementioned storm and wind events.

a. Fall sweeping is performed if leaves and acorns accumulate on trail surfaces—however, in some years, and early snowfall can be beneficial in that trails can be plowed, and the wet snow 'lifts' leaves from the trail as part of the snow plowing process.
b. In addition to a PTO driven rotary broom, the city can use a turbine debris blower, also operated by PTO as an attachment to a multi-use maintenance machine. The debris blower can also be employed for light, dry snowfalls which would be useful for situations where there are mostly dry leaves on the trail at the same time.

7.02 Trailside mowing is performed as needed, which is often every few weeks during the Spring and early Summer, for a total of 7 to 10 times per year.

a. Generally, a three-foot or more swath is cut alongside the trail to minimize long grass and brush hanging over the trail. This practice also provides for improved airflow over a bituminous trail, which reduces periods of standing water, which can lead to premature payment deterioration.
b. Sweeping after mowing is not necessary, as mowers are dispatched to mow one side, then the other—then usually run down the center of the path with mower deck engaged to

blow clippings off the trail surface.

7.03 'Brushing' refers to the practice of cutting weeds, woody plants and small trees that encroach into the 2'+ foot clear zone referenced above.

a. Some work is done by hand, but most is performed with specialized brush mowers, mounted to light equipment.
b. Due to the size and velocity of debris thrown from the machine, 'Trail Closed' and other signage is deployed to separate trail users from this maintenance activity.

7.04 Pruning and Trimming trees along and over trailways is done at least two times a year.

a. Branches are cleared to a minimum of 9' feet overhead and limbs projecting out into the trailside 'clear zone' are also removed.
b. Trees that are demonstrably in jeopardy of falling onto the trail may be identified and removed at this same time.
c. Dead and downed trees that are away from the trail are considered valuable wildlife habitat and are not removed.
d. As for clear zone maintenance activity along sidewalks, most of the adjacent areas are maintained by homeowners.
e. Pruning of these boulevard trees is nonetheless critical to maintain clear passage as well as sight-lines for both pedestrians and motorists.
f. Pruning should be done during the tree's dormant period of late Fall, Winter and sometimes early Spring.
g. Homeowners are asked to prune their trees for the above reasons, but Public Works staff trained in proper tree care, do travel throughout the sidewalk system before and during the snow removal season to provide these safety pruning services.
h. This pruning includes properly pruning low limbs back to the tree's trunk, so as to not create hazardous 'stub–cuts' or branches that are cut off and jut out towards the clear zone.

SECTION 8.0 LITTER AND REFUSE MANAGEMENT

8.01 Litter and general garbage and debris is picked up as needed and also as part of the reoccurring mowing.

8.02 After the snowmelt each Winter, staff are sent out onto all trails for a concerted litter recovery—before the Spring 'green-up' begins to conceal trash in wooded trail corridors.

8.03 Some longer off-roadway trails have trash receptacles placed periodically along trails near intersections with maintenance accesses or trail heads, which are emptied weekly during park system trash disposal runs.

SECTION 9.0 BOARDWALK AND OTHER TRAIL MAINTENANCE

9.01 Trails other than bituminous

a. Most of the city's trail system consists of 8' and 10' foot bituminous trails, with only short segments of crushed and compacted aggregate—with the latter not needing formal,

planned-for maintenance.

9.02 Boardwalks

a. Wood boardwalks require regular inspection for maintenance activity, usually consisting of a single plank needing replacement due to breaking or warping.
b. Often these conditions are reported by trail users, with staff dispatched to address the deck board replacement right away—or to place a traffic cone at the broken board to alert trail users of the condition if the repair cannot be made immediately.
c. Some of the inherent appeal of boardwalks is their location in natural environments, and their rustic 'feel'—which means they are not assured to be pristine in all dimensions—as long as they are safe to use.

9.03 Trail Bridges

a. The city presently has three, Cor-10 steel arched bridges withing the bituminous trail system that are load-rated and designed for maintenance vehicles.
b. These bridges have not required any maintenance except for the occasional replacement of a steel band placed on the wooden deck to provide for a surface for the snow plow cutting edge to slide upon.
c. A fourth bridge spans Trott Brook as part of the 1,200' foot Lake Itasca Boardwalk. The construction consists of deck boards bolted onto galvanized steel trusses, and has not needed any maintenance since its construction by city staff in 2014.

SECTION 10.0 SIGNAGE

10.01 The city has maintained a policy of not signing trails, except for unique and temporary conditions that require them, such as 'Trail Closed' or 'Work Ahead'.

10.02. The city does not sign for conditions that a trail user should expect, and ride safely for if on a bicycle, like a curve, slope or driveway ahead.

SECTION 11.0 WEATHER CONDITIONS

11.01 Sidewalk and trail maintenance will be conducted when weather conditions permit and do not limit the ability to perform the work.

11.02 Sidewalk and trail maintenance will be conducted when such work would not endanger the safety of city employees and equipment.

11.03 Factors that may delay sidewalk and trail maintenance operations include, but are not limited to: temperatures below 32°F, wind, rain, and snow.

SECTION 12.0 FUNDING

12.01 The Trail Maintenance Policy should lead the city:

a. to evaluating past practices and funding, to align more so to with on-the ground

bituminous maintenance that addresses 5% to 8% of the system each year, versus the historical average of about 1.5% or less.

b. to reassess on a regular basis appropriate funding levels to keeping pace with the aging pavement conditions and demand for resurfacing trails.

12.02 Funding considerations should include

a. Trail maintenance is performed by Public Works staff and also by contracted work as described in this policy, with the funding of both accounted for within the annual General Fund parks operations budget.
b. Annual increases to allow for funding increases as need to meet the needs of trail maintenance and increases for inflation.

12.03 Additionally, for some trail maintenance and especially if in the same vicinity of planned street maintenance, consideration should be given to bid the work as an Add Alternate as part of the Street Maintenance program for best value, and to consolidate administration and staff bidding time.

12.04 Incorporating recycled materials will be considered, if applicable.

SECTION 13.0 DOCUMENTATION; REVIEW AND MODIFICATION OF POLICY

13.01 The Director of Public Works or designee will document sidewalk and trail maintenance activities, any emergency responses, and keep on file all citizen comments and complaints regarding this policy and/or sidewalk and trail maintenance in general.

13.02 The City Council and/or Public Works Committee shall review this policy periodically, including

a. The documented maintenance activities,
b. Any emergency responses, and
c. Citizen comments and complaints.
d. It shall also review any factors/circumstances affecting this policy or its implementation and determine goals for the future.

13.03 The City Council may modify or clarify this policy at any time. Where the City Council has delegated responsibility or authority to any city employee or official for development or implementation of any portion of this policy, that employee or official shall have full authority to modify that portion of the policy at any time.

SECTION 14.0 APPENDIX

a. Maintenance Schedule

CC Regular Session

Meeting Date: 12/10/2024

Primary Strategic Plan Initiative: Not Applicable

Title:

Adopt Resolution #24-360 Approving Partial Payment to Northdale Construction Co. Inc. for Improvement Project #21-08, WTP Trunk Watermain Improvements.

Purpose/Background:

Resolution and Pay Request Attached.

Recommendation:

The Senior Engineering Technician has inspected the completed work and recommends partial payment to Northdale Construction Co. Inc. for improvement project #21-08, WTP Trunk Watermain Improvements in the amount of $296,261.34.

Outcome/Action:

Motion to adopt Resolution #24-360 approving partial payment to Northdale Construction Co. Inc. for improvement project #21-08, WTP Trunk Watermain Improvements in the amount of $296,261.34.

Attachments

Pay Resolution #24-360

Pay Request

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	12/05/2024 01:48 PM
Brian Hagen	Brian Hagen	12/05/2024 03:04 PM
Form Started By: Stacie Damjanovich		Started On: 12/03/2024 10:10 AM
Final Approval Date: 12/05/2024		

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

RESOLUTION #24-360

RESOLUTION APPROVING PARTIAL PAYMENT NO. 8 TO NORTHDALE CONSTRUCTION CO. INC. FOR IMPROVEMENT PROJECT #21-08, WTP TRUNK WATERMAIN IMPROVEMENTS

WHEREAS, pursuant to Ramsey City Council Resolution #19-248 adopted October 8, 2019, five (5) proposals were accepted and a professional services contract was awarded to SEH, Inc. for the purpose of analyzing the City's municipal water supply system source water, developing a water system model, and preparing a preliminary design report for a centralized water treatment plant to ensure that the City's municipal water supply system will continue to provide adequate quantities of safe drinking water into the foreseeable future; and

WHEREAS, pursuant to Ramsey City Council Resolution #21-061 adopted March 9, 2021, a professional services contract was awarded to SEH, Inc. for all design and construction services needed to allow the trunk watermain improvements needed to support the centralized water treatment plant to be designed, bid, and constructed before the water treatment plant is constructed; and

WHEREAS, pursuant to Ramsey City Council Resolution #21-303 adopted October 26, 2021, final plans and specifications were approved and advertisements for bids were authorized for said improvements; and

WHEREAS, pursuant to Ramsey City Council Resolution #22-003 adopted January 25, 2022, all bids were rejected and Staff was authorized to work with SEH, Inc. to revise the approved plans to reduce project costs and to monitor the bidding environment to identify the most favorable time to bid the project again; and

WHEREAS, pursuant to Ramsey City Council Resolution #23-168 adopted July 25, 2023, a new Professional Services Agreement with SEH, Inc. was executed to revise the previously approved plans and to re-bid said improvements for 2024 construction in advance of the Water Treatment Plant commissioning in the Spring of 2025; and

WHEREAS, pursuant to Ramsey City Council Resolution #23-237 adopted September 26, 2023, revised final plans and specifications as prepared by SEH, Inc. were approved and advertisements for bids were authorized for improvement project #21-08; and

WHEREAS, pursuant to Ramsey City Council Resolution #23-305 adopted November 28, 2023, a contract was awarded to Northdale Construction Co. Inc., of Albertville, Minnesota, in the amount of $6,671,414.00 for said improvements; and

WHEREAS, as of December 10, 2024 $6,810,187.45 has been paid to date; and

WHEREAS, the Senior Engineering Technician has inspected the completed work and recommends partial payment No. 8 to Northdale Construction Co. Inc., of Albertville, Minnesota, for improvement project #21-08, WTP Trunk Watermain Improvements, in the amount of $296,261.34.

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

1) The City Council hereby authorizes partial payment No. 8 to Northdale Construction Co. Inc., of Albertville, Minnesota for Improvement Project #21-08, WTP Trunk Watermain Improvement in the amount of $296,261.34.

2) The City Council hereby authorizes the Mayor and City Administrator to sign the release forms for this payment.

3) The total amount of this payment is not included in resolutions approving payment of bills for the date of December 10, 2024.

4) That the City of Ramsey Finance Department will be provided a signed copy of this resolution.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 10th day of December, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

24-360

SEH

Application for Payment
(Unit Price Contract)
No. 8

Eng. Project No.: RAMSY 174498 — Location: City of Ramsey, Minnesota

Contractor: Northdale Construction Co. Inc.
9760 71St Street NE
Albertville, MN 55301

Contract Date: November 28, 2023
Contract Amount: $ 6,671,414.00

Contract for: Water Treatment Plant Trunk Water Main Improvement

Application Date: 11/26/24 — For Period Ending: 10/31/24

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
SECTION A: STREET						
1	MOBILIZATION	LS	1	1	$98,375.00	$98,375.00
2	CLEARING	ACRE	0.5	1.18	9,975.00	$11,770.50
3	GRUBBING	ACRE	0.5	1.18	7,350.00	$8,673.00
4	CLEARING	EA	12	66	446.25	$29,452.50
5	GRUBBING	EA	12	66	157.50	$10,395.00
6	SALVAGE SIGN TYPE C	EA	13	13	52.50	$682.50
7	REMOVE CURB AND GUTTER	LF	915	876	10.40	$9,110.40
8	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	2325	1681	2.10	$3,530.10
9	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	47	2	5.78	$11.56
10	REMOVE BITUMINOUS PAVEMENT	SY	1185	1657	5.20	$8,616.40
11	REMOVE BITUMINOUS PAVEMENT (DRIVEWAY AND TRAIL)	SY	1662	1764	8.37	$14,764.68
12	REMOVE CONCRETE WALK	SF	825	474	2.08	$985.92
13	EXPLORATORY EXCAVATION	HR	31	33.4541	1,625.00	$54,362.91
14	STREET SWEEPER (WITH PICKUP BROOM)	HR	34	80.75	315.00	$25,436.25
15	AGGREGATE BASE CLASS 5 (MODIFIED)	TON	6330	109	24.01	$2,617.09
16	FULL DEPTH RECLAIMATION	SY	15667	15667	4.02	$62,981.34
17	TYPE SP 12.5 WEARING COURSE MIXTURE (3,B) - TRAIL	TON	329	319.98	129.68	$41,495.01
18	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) - FULL WIDTH	TON	1366	1953.51	111.89	$218,578.23
18A	**TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) - FULL WIDTH DEDUCT FOR DENSITY**	TON		**-27.30**	111.89	**($3,054.60)**
19	TYPE SP 12.5 NON-WEARING COURSE MIXTURE (3,C) - FULL WIDTH	TON	1821	2107.07	100.97	$212,750.86
19A	**TYPE SP 12.5 NON-WEARING COURSE MIXTURE (3,C) - FULL WIDTH DEDUCT FOR DENSITY**	TON		**-5.25**	100.97	**($530.08)**

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
20	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) - PATCH	TON	134	100.78	204.81	$20,640.75
21	TYPE SP 12.5 NON-WEARING COURSE MIXTURE (3,C) - PATCH	TON	176	125.04	163.53	$20,447.79
22	ADJUST VALVE BOX	EA	14	20	260.00	$5,200.00
23	ADJUST FRAME AND RING	EA	2	9	866.67	$7,800.03
24	CONCRETE CURB AND GUTTER DESIGN B612	LF	100		47.25	
25	CONCRETE CURB AND GUTTER DESIGN B618	LF	815	917	47.25	$43,328.25
26	TRAFFIC CONTROL	LS	1	1	66,150.00	$66,150.00
27	INSTALL SIGN TYPE C	EA	11	13	315.00	$4,095.00
28	STORM DRAIN INLET PROECTION	EA	49	45	250.00	$11,250.00
29	SILT FENCE, TYPE MS	LF	8500	6394	3.14	$20,077.16
30	SODDING TYPE MINERAL	SY	1950		22.58	
31	TURF RESTORATION (SEEDING)	ACRE	4	6.58	7,455.00	$49,053.90
32	TEMP SEEDING	ACRE	4		850.50	
SECTION B: STORM SEWER						
33	SALVAGE STORM PIPE APRON	EACH	1	1	520.00	$520.00
34	REMOVE PIPE CULVERTS	LF	52	92	15.60	$1,435.20
35	SALVAGE STORM SEWER PIPE	LF	65	40	26.00	$1,040.00
36	PROTECT AND SUPPORT 73-INCH SPAN RC PIPE-ARCH	EACH	1	1	20,000.00	$20,000.00
37	INSTALL SALVAGED STORM PIPE APRON	EACH	1	1	520.00	$520.00
38	15-INCH CS PIPE APRON	EACH	2	7	677.66	$4,743.62
39	INSTALL SALVAGED STORM PIPE	LF	65	40	86.67	$3,466.80
40	15-INCH CS PIPE	LF	52	54	74.58	$4,027.32
SECTION C: WATER MAIN						
41	REMOVE/SALVAGE HYDRANT AND VALVE	EACH	2	3	1,625.00	$4,875.00
42	REMOVE WATER MAIN	LF	320	1270	20.80	$26,416.00
43	DEWATERING	LS	1	1	388,500.00	$388,500.00
44	CRUSHED ROCK	TON	2000	107	48.03	$5,139.21
45	4-INCH INSULATION	SY	8	128	56.70	$7,257.60
46	CONNECT TO EXISTING WATER MAIN (RAW WATER)	EACH	6	12	4,862.50	$58,350.00
47	CONNECT TO EXISTING WATER MAIN TAPPING SLEEVE AND 8-INCH VALVE (FINISHED WATER)	EACH	3	2	10,202.53	$20,405.06
48	CONNECT TO EXISTING WATER MAIN TAPPING SLEEVE AND 12-INCH VALVE (FINISHED WATER)	EACH	1		13,636.70	
49	CONNECT TO EXISTING WATER MAIN TAPPING SLEEVE AND 16-INCH VALVE (FINISHED WATER)	EACH	1	1	30,422.35	$30,422.35
50	CONNECT TO EXISTING WATER MAIN (HYDRANT LEAD)	EACH	2		3,612.28	
51	HYDRANT	EACH	12	16	7,000.00	$112,000.00
52	INSTALL SALVAGED HYDRANT	EACH	1		1,893.75	
53	6-INCH GATE VALVE AND BOX	EACH	13	16	2,420.60	$38,729.60

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
54	16-INCH GATE VALVE AND BOX	EACH	8	6	12,757.50	$76,545.00
55	20-INCH GATE VALVE AND BOX	EACH	3	3	28,500.00	$85,500.00
56	24-INCH GATE VALVE AND BOX	EACH	5	6	37,100.00	$222,600.00
57	1-INCH COPPER SERVICE	LF	85	104	111.24	$11,568.96
58	6-INCH DIP WATER MAIN CL 53	LF	225	281	96.78	$27,195.18
59	8-INCH DIP WATER MAIN	LF	288	268	102.15	$27,376.20
60	10-INCH DIP WATER MAIN	LF	20	3	116.13	$348.39
61	12-INCH DIP WATER MAIN	LF	25	250	136.18	$34,045.00
62	16-INCH DIP WATER MAIN	LF	355	456	175.28	$79,927.68
63	20-INCH PVC WATER MAIN STAB JOINT TRENCHED (FINISHED	LF	3035	3650	160.91	$587,321.50
64	20-INCH PVC WATER MAIN RJ TRENCHED (FINISHED WATER)	LF	330	381	252.28	$96,118.68
65	20-INCH DR 18 FUSIBLE PVC WATER MAIN (HDD) (FINISHED	LF	360		498.82	
65 REV	20-INCH DR 18 FUSIBLE PVC WATER MAIN (HDD) (FINISHED	LF	360	230	**380.18**	$87,441.40
66	24-INCH DR 18 FUSIBLE PVC WATER MAIN (HDD) (RAW WATER)	LF	2635	2640	631.62	$1,667,476.80
67	24-INCH PVC WATER MAIN RJ TRENCHED (FINISHED WATER)	LF	45	42	251.20	$10,550.40
68	24-INCH PVC WATER MAIN RJ TRENCHED (RAW WATER)	LF	1320	1425	276.96	$394,668.00
69	24-INCH PVC WATER MAIN STAB JOINT TRENCHED (RAW WATER)	LF	4310	4193	204.45	$857,258.85
70	WATER METER VAULT	LS	1	1	321,865.00	$321,865.00
71	DUCTILE IRON FITTINGS	LB	24966	24874	12.78	$317,889.72
ADDITIONAL BID COST						
72	ADDITIONAL BID COST IF PREVAILING WAGES ARE ADDED	LS	1		0.01	
73	ANOKA COUNTY ROW PERMIT	EACH	1	1	150.00	$150.00
	CHANGE ORDER 1 (AFP 6)	LS		1	130,116.38	$130,116.38
	CHANGE ORDER 2 (AFP 6)	LS		1	141,608.93	$141,608.93
	CHANGE ORDER 3	LS		1	124,765.45	$124,765.45
	CHANGE ORDER 4	LS		1	88,998.37	$88,998.37
Total Contract Amount						**$7,178,231.10**

Application for Payment (continued)

Total Contract Amount	$ 6,671,414.00	Total Amount Earned	$ 7,178,231.10
		Material Suitably Stored on Site, Not Incorporated into Work	
Contract Change Order No. 1	$130,116.38		
Contract Change Order No. 2	$141,608.93	Percent Complete	
Contract Change Order No. 3	$124,765.45	Percent Complete	
Contract Change Order No. 4	$88,998.37	Percent Complete	
Total Contract with Chabge Orders	$7,156,903.13	Percent Complete	
Less Previous Applications:		GROSS AMOUNT DUE	$ 7,178,231.10
AFP No. 1: $735,690.78	AFP No. 6: 627,558.75	LESS 1 % RETAINAGE	$ 71,782,31
AFP No. 2: $2,136,706.33	AFP No. 7: 503,712.89	AMOUNT DUE TO DATE	$ 7,106,448.79
AFP No. 3: $1,234,000.14	AFP No. 8:	LESS PREVIOUS APPLICATIONS	$ 6,810,187.45
AFP No. 4: $696,347.59	AFP No. 9:	AMOUNT DUE THIS APPLICATION	$ 296,261.34
AFP No. 5: $876,170.98			

CONTRACTOR'S AFFIDAVIT

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, Water Treatment Plant Trunk Water Main Improvements, City of Ramsey, MN and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date 11/27, 20___ Northdale Construction Co., Inc. (Contractor)

COUNTY OF Wright)
STATE OF Minnesota) SS

By Nicole Ohnstad, Admin Proj. Manager (Name and Title)

Before me on this 27th day of November, 2024, personally appeared _____ Nicole Ohnstad known to be, who being duly sworn did depose and say that he is the Admin Proj. Manager (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission expires

KRISTINE R CHRISTENSON
Notary Public
Minnesota
My Commission Expires
Jan 31, 2029

Kristine R Christenson (Notary Public)

The undersigned has checked the Contractor's Application for Payment shown above. A part of this Application is the Contractor's Affidavit stating that all previous payments to him under this contract have been applied by him to discharge in full all of his obligations in connecting with the work by all prior Applications for Payment.

In accordance with the Contract, the undersigned recommends approval of payment to the Contractor for the Amount due.

City of Ramsey, MN

By _____
Date 12/03/2024

Short Elliott Hendrickson Inc.

By _____
Dave Hutton, PE (Lic. MN, ND, WI)
Date 11/26/2024

CC Regular Session

Meeting Date: 12/10/2024

Primary Strategic Plan Initiative:

Title:

Adopt Resolution #24-362 authorizing partial payment No. 3 to Kurilla Contracting for Improvement Project #24-54; The Waterfront Improvement.

Purpose/Background:

Pay estimate and resolution attached.

Recommendation:

Partial payment No. 3 to Kurilla Contracting for Improvement Project # 24-54, The Waterfront Improvement, in the amount of $8,181.07.

Outcome/Action:

Adopt resolution #24-362 authorizing partial payment No. 3 to Kurilla Contracting of Buffalo, Minnesota, for Improvement Project #24-54, The Waterfront Improvement, in the amount of $8,181.07.

Attachments

Pay App No. 3

Resolution #24-362

Form Review

Inbox	Reviewed By	Date
Mark Riverblood	Mark Riverblood	12/04/2024 09:52 AM
Bruce Westby	Bruce Westby	12/05/2024 01:49 PM
Brian Hagen	Bruce Westby	12/05/2024 01:49 PM
Brian Hagen	Brian Hagen	12/05/2024 03:05 PM
Form Started By: Mariah Albrecht		Started On: 12/03/2024 01:51 PM
Final Approval Date: 12/05/2024		

Docusign Envelope ID: 842E564B-CBA8-4C4C-86D3-BB02512E817E

Contractor's Application for Payment

Owner:	City of Ramsey	**Owner's Project No.:**	9002899
Engineer:	Bolton & Menk, Inc.	**Engineer's Project No.:**	24X.135093
Contractor:	Kurilla Contracting	**Agency's Project No.:**	
Project:	The Waterfront Trail Improvements		
Contract:			
Application No.:	3	**Application Date:**	10/31/2024
Application Period:	From 10/1/2024	to	10/31/2024

1. Original Contract Price	$	191,415.00
2. Net change by Change Orders	$	12,750.00
3. Current Contract Price (Line 1 + Line 2)	$	204,165.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	$	182,795.40
5. Retainage		
a. 1% X $ 182,795.40 Work Completed	$	1,827.95
b. X $ - Stored Materials	$	-
c. Total Retainage (Line 5.a + Line 5.b)	$	1,827.95
6. Amount eligible to date (Line 4 - Line 5.c)	$	180,967.45
7. Less previous payments	$	172,786.38
8. **Amount due this application**	**$**	**8,181.07**
9. Balance to finish, including retainage (Line 3 - Line 4)	$	21,369.60

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor:	KURILLA CONTRACTING		
Signature:	DocuSigned by: [signature]	**Date:**	11/11/2024
Name:	~~Austin Reid~~ Kurilla	**Title:**	President

Recommended by Engineer		**Approved by Owner**	
By:	[signature]	**By:**	[signature]
Name:	Zach Lingl, PE	**Name:**	Mark Riverblood
Title:	Project Manager	**Title:**	Parks & Assistant Public Works Director
Date:	10/31/2024	**Date:**	12/03/2024

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Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Ramsey
Owner's Project No.: 9002899

Engineer: Bolton & Menk, Inc.
Engineer's Project No.: 24X.135093

Contractor: Kurilla Contracting
Agency's Project No.:

Project: The Waterfront Trail Improvements

Contract:

Application No.: 3 **Application Period:** From 10/01/24 to 10/31/24 **Application Date:** 10/31/24

A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
		Contract Information				Previous Estimate		Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
Original Contract													
1	Mobilization	1.00	LS	10,000.00	10,000.00	1.00	10,000.00	1.00	10,000.00		10,000.00	100%	-
2	Rock Construction Entrance	1.00	EA	2,000.00	2,000.00	1.00	2,000.00	1.00	2,000.00		2,000.00	100%	-
3	Common Excavation, Grading & Berm	1.00	LS	15,000.00	15,000.00	1.21	18,150.00	1.21	18,150.00		18,150.00	121%	(3,150.00)
4	Boulder Retaining Wall	475.00	SF	48.00	22,800.00	475.00	22,800.00	475.00	22,800.00		22,800.00	100%	-
5	Class 3 Surfacing (Crushed Granite)	40.00	CY	40.00	1,600.00	40.00	1,600.00	46.00	1,840.00		1,840.00	115%	(240.00)
6	Class 5 (100% Crushed Rock)	890.00	TON	15.00	13,350.00	950.00	14,250.00	950.00	14,250.00		14,250.00	107%	(900.00)
7	SPWEA240B Bituminous Wear Course	500.00	TON	140.00	70,000.00	515.86	72,220.40	515.86	72,220.40		72,220.40	103%	(2,220.40)
8	Storm Sewer (Culvert and Adjust Casting)	1.00	LS	9,400.00	9,400.00	1.00	9,400.00	1.00	9,400.00		9,400.00	100%	-
9	Traffic Control	1.00	LS	1,500.00	1,500.00	1.00	1,500.00	1.00	1,500.00		1,500.00	100%	-
10	Erosion Control (Silt Fence)	4,840.00	LF	2.00	9,680.00	-	-	-	-		-		9,680.00
11	Site Seeding	1.95	AC	4,500.00	8,775.00	2.70	12,150.00	2.85	12,825.00		12,825.00	146%	(4,050.00)
12	EC Blanket Category 20	2,530.00	SY	2.00	5,060.00	2,530.00	5,060.00	2,530.00	5,060.00		5,060.00	100%	-
13	Alternate Bid - Class 5	890.00	TON	25.00	22,250.00	-	-	-	-		-		22,250.00
		-	-	-	-				-		-		-
	Original Contract Totals				**$ 191,415.00**		**$ 169,130.40**		**$ 170,045.40**	**$ -**	**$ 170,045.40**	**89%**	**$ 21,369.60**
Change Orders													
	Purchase of 10 ton of bulders	10.00	ton	70.00	700.00	10.00	700.00	10.00	700.00		700.00	100%	-
	Granite Chips	1.00	LS	1,050.00	1,050.00	1.00	1,050.00	1.00	1,050.00		1,050.00	100%	-
	Berm Earthwork	1.00	LS	11,000.00	11,000.00	1.00	11,000.00	1.00	11,000.00		11,000.00	100%	-
	Change Order Totals				**$ 12,750.00**		**$ 12,750.00**		**$ 12,750.00**	**$ -**	**$ 12,750.00**	**100%**	**$ -**
Original Contract and Change Orders													
	Project Totals				**$ 204,165.00**		**$ 181,880.40**		**$ 182,795.40**	**$ -**	**$ 182,795.40**	**90%**	**$ 21,369.60**

EJCDC C-620 Contractor's Application for Payment
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Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #24-362

RESOLUTION APPROVING PARTIAL PAYMENT NO. #3 TO KURILLA CONTRACTING FOR IMPROVEMENT PROJECT #24-54; THE WATERFRONT IMPROVEMENT

WHEREAS, the City of Ramsey Proposes to construct trail construction project that would circumnavigate the 7+ acre pond that is in place now; and

WHEREAS, pursuant to Ramsey City Council Case #5.06, adopted February 13, 2024, the City Council approved plans and specifications and authorized advertising bids for Improvement Project #24-54; The Waterfront Improvement; and

WHEREAS, pursuant to Ramsey City Council Resolution #24-131, adopted May 14, 2024, a budget was approved for The Waterfront of $345,759 for the park, including the contract awarded to Kurilla Contracting of Buffalo, Minnesota, in the amount of $169,165.00 for said trail improvements; and

WHEREAS, pursuant to Ramsey City Council Resolution #24-287 adopted October 22, 2024, Change Order #1 in the amount of $12,750.00 to cover purchase of 10 ton of Boulders, Granite chips and Berm Earthwork to finish the project.

WHEREAS, as of December 10, 2024, $172,786.38 has been paid to date; and

WHEREAS, the Senior Engineering Technician has inspected the completed work and recommends partial payment No. 3 to Kurilla Contracting of Buffalo, Minnesota, for said project, in the amount of $8,181.07.

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

1) The City Council hereby authorizes partial payment No. 3 to Kurilla Contracting of Buffalo, Minnesota for Improvement Project #24-54, The Waterfront Improvement in the amount of $8,181.07.

2) The City Council hereby authorizes the Mayor and City Administrator to sign the release form for this payment.

3) The total amount of this payment is not included in resolutions approving payments of bills for the date of December 10, 2024.

4) The City of Ramsey Finance Department will be provided a signed copy of this resolution.

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 the 10th day of December, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session

Meeting Date: 12/10/2024

Primary Strategic Plan Initiative: Strive for high organizational morale and employee retention

Title:

Adopt Resolution #24-363 to Approve the Updated Personnel Policy

Purpose/Background:

The purpose of this case is to seek City Council approval to update the City's Personnel Policy.

The City Council discussed several proposed updates to the Personnel Policy during work sessions held on November 28, December 12, February 26, March 12, April 24, June 11 and November 26. Every section of the policy has been reviewed with the City Council.

Prior to and during discussions with the City Council, a comprehensive review of the policy was conducted which included Department Heads, the Labor Management Committee, and the Safety Committee.
If approved, the newly updated Personnel Policy will replace the previous policy and any subsequent updates that have been made on a case-by-case basis, as needed. The updated Personnel Policy will be effective January 1, 2025, and distributed to all employees, including a link on the City's employee intranet site. Board and commission members and City Councilmembers will receive the full policy, if they choose, as well as a summary version as it applies to their role.

With regard to the non-union post-employment healthcare savings plan, staff are currently addressing any changes that may be desired to the plan design. Once all feedback is gathered, non-union employees will have an opportunity to vote on any potential changes. There are no costs to the City associated with changes to the plan. A separate case will be brought forward for City Council's consideration once the process is complete.

The scope of the Personnel Policy generally applies to all City employees. Certain sections of the policy apply to elected officials and appointed officials. However, employees included in a collective bargaining agreement entered into in accordance with the Public Employment Labor Relations Act (PELRA) are exempt from any provision of the policy that is inconsistent with such agreement.

The red-line policy and a clean copy are both attached.

Funding Source:

There is no funding required to update the Personnel Policy.

Recommendation:

To update the City's Personnel Policy.

Outcome/Action:

Motion to adopt resolution #24-363 to update the City's Personnel Policy in its entirety, effective January 1, 2025.

Attachments

Marked Up Policy

Clean Policy

Resolution

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	12/05/2024 03:00 PM
Form Started By: Colleen Lasher		Started On: 11/26/2024 06:50 PM
Final Approval Date: 12/05/2024		

Style Definition: TOC 1

PERSONNEL POLICY

Adopted December 10, 2024, ~~March 13, 2018~~
Effective January 1, 2025

Dear City of Ramsey Employee:

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The City of Ramsey is a vibrant, growing community that promotes excellence in everything we do and we are pleased to have you on our team.

As part of our team, you are expected to ~~behave~~ conduct yourself in a consistent manner with the City's mission and vision, core values, guiding principles, and this personnel policy.

This personnel policy was prepared to generally describe the terms, conditions, benefits, rights, and responsibilities of employment. The application of specific sections of this policy to any particular situation may depend on the specific facts or conduct at issue. It is your responsibility to become familiar with this personnel policy within five (5) business days of receiving it. Upon receipt of the personnel policy, you must sign the last page of the policy, entitled "Acknowledgement of Receipt of the City of Ramsey Personnel Policy," and submit it to the Human Resources Office.

I hope you will find the policy informative and useful in making the most of the many opportunities available to you as a City employee.

Should you have questions regarding the personnel policy or any aspect of your employment relationship with the City, please feel free to contact me, Human Resources, your department head or your supervisor.

Sincerely,

Brian Hagen

City Administrator

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SECTION 1 INTRODUCTION

1.1 ~~How to use this Personnel Policy~~ Purpose

The purpose of this personnel policy is to serve as a reference and as a summary of the City of Ramsey's ~~personnel~~ policies, work rules, and benefits. ~~It replaces, revokes, and supersedes any previous personnel policies, interpretations, or practices, and is only valid until amended or replaced by the City Council. Accordingly, you will find it to your advantage to read the entire personnel policy promptly so that you will have a complete understanding of the material covered.~~The purpose of this personnel policy is to provide for It is intended to foster a safe, orderly, and disciplined employment environment and . ~~This policy will~~ promote employee knowledge of what is expected of ~~personnel~~ employees. ~~generally, which should result in a greater degree of self-assurance in all positions. In relationships betwe~~en positions~~positions, it should be each City~~City employee's individual aim to build mutual respect and confidence which is essential to local government service. ~~Each City employee should strive to build mutual respect and confidence in relationships across positions, as these qualities are essential to effective local government service.~~

This policy ~~It~~ replaces, revokes, and supersedes any previous personnel policies, interpretations, or practices, and is only valid until amended or replaced by the City Council. ~~Accordingly, you will find it to your advantage to read the entire personnel policy promptly so that you will have a complete understanding of the material covered.~~The City reserves the right to modify, revoke, suspend, or change this personnel policy, in whole or in part, at any time, with or without notice, at the sole discretion of the City Council.

Any applicable local, state, or federal laws that impose stricter requirements or regulations shall be used in lieu of policies or procedures outlined in this personnel policy~~, in the event that whenever they apply~~.

Additional information or clarification as to each section of this personnel policy may be obtained from your S~~s~~upervisor, Department Head, ~~or the Human Resources~~Human Resources, ~~Manager~~the Administrative Services Director or the City Administrator. However, the text of this policy, takes precedence over any inconsistent communication from any City employee or elected official.

~~This personnel policy summarizes the various policies and benefits currently provided by the city~~City ~~of Ramsey.~~ Nothing ~~contained~~ in this personnel policy, or in any other ~~City~~City document, nor~~and~~ ~~nothing~~ anything said or done by a City employee or elected official, may be construed as an employment contract between the City and an employee, a guarantee of continued employment, or a term~~s~~ or~~and~~ condition~~s~~ of employment. The City and the employee both have the right to terminate the employment relationship at any time. Except as modified by an individual contract or a collective bargaining agreement, all employment with the City is considered 'at-will' employment.

~~The City~~City ~~reserves the right to modify, revoke, suspend, or change this personnel policy, in whole or in part, at any time, with or without notice, at the sole discretion of the City~~City ~~Council's sole discretion.~~

1.2 Scope ~~of Policy~~

~~Section 1.02 Scope~~

This policy applies to all employees of the ~~city~~City. The individuals listed below are not City employees; however, any portion of this policy that applies to listed individuals or groups will be noted as such throughout the policy.

1. Elected officials
2. ~~City~~City A~~a~~ttorney
3. Members of ~~city~~City boards, commissions, and committees
4. Consultants and contractors
5. Volunteers (e~~, e~~xcept as specifically noted for paid-on-call firefighters)~~.~~

If any specific provisions of this policy conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions.

City d~~City~~epartments may have special work rules deemed to be necessary and approved by the ~~city~~City A~~a~~dministrator ~~-~~to meet departmental objectives~~for the achievement of objectives of that department~~. Each employee will receive ~~be given~~ a copy of such work rules ~~by the department~~ upon hiring and those rules will be further explained ~~,~~and ~~enforcement~~ discussed with the employee by their immediate supervisor.

~~This personnel policy generally applies to all City~~City ~~employees, including probationary employees, and elected officials. Certain provisions of this policy may be inapplicable to the following individuals:~~

1. ~~Elected officials;~~
2. ~~Appointed personnel; i.e. City~~City ~~Attorney;~~
3. ~~Members of City~~City ~~boards, commissions, and committees;~~e
4. ~~(Paid-on-call f~~Firefighters~~)~~ ~~and volunteer personnel;~~
5. ~~Emergency employees hired for work related to who are employed for emergency work caused by natural disaster~~s~~;~~
6. ~~Temporary full-time and temporary part-time employees and those working less than 14 hours per week.~~

~~Any employee included in a collective bargaining agreement entered into in accordance with the Public Employment Labor Relations Act shall be exempt from any provision of this policy that is inconsistent with such agreement. Any employee within the jurisdiction of a personnel board or civil service commission established under Minnesota state law is exempt from any provision of this policy that is inconsistent with such statute or rules and regulations adopted hereunder. Nothing in this Section is intended to modify or supersede any provision of the Minnesota Veterans' Preference Act.~~

1.3 Employee Responsibility

It is the ~~individual~~ employee's responsibility to know and understand thoroughly the policies and topics ~~subjects~~ covered in this personnel policy.~~–~~ Updated material may be added periodically~~–~~, e ~~E~~ach employee is responsible for ~~going over any~~reviewing any new material ~~added~~.~~–~~ ~~Any questions about the material covered in this policy can be~~ directed ~~answered by the employee's s~~supervisor, ~~Department Head~~, ~~or Human Resources.~~

1.4 Data Practices Advisory~~:~~

Employee records are maintained in a location designated by the ~~city~~City A~~a~~dministrator. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, and for other related purposes~~etc~~.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

~~In accordance with the Minnesota Government Data Practices Act, the City is required to inform employees of their rights as they pertain to any private information that the City collects from them. During the course of City employment, an employee will likely be asked to provide information which is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Much of the data the City has about individual employees, however, is classified as public according to Minnesota Statutes, section 13.43, subdivisions 2 and 3. All public data is available for inspection and copying by members of the public, with or without the employee's consent.~~

~~Information about employees requested by the City may be used for the following purposes: (1) process payroll, including accounting for wages and fringe benefits and to justify any reimbursed expenses; (2) enroll in benefit programs and pension plans (3) evaluate the employee's job performance, eligibility and abilities; (4) distinguish the employee from other applicants and employees and identify the employee in the correct personnel file; (5) determine the employee's eligibility for employment or promotion, and make employment decisions about the employee's performance; (6) contact the employee or other significant persons in case of an emergency; (7) compile equal opportunity and affirmative action reports; (8) make decisions regarding the employee's eligibility for sick leave, family and medical leave, parenting leave, and other available leave; (9) make decisions regarding the employee's eligibility for workplace accommodations, including accommodations for disabilities; (10) comply with workers compensation requirements in the event of an injury; and (11) provide information during workplace investigations. Such information may also be used and disclosed for other purposes consistent with applicable law. The information provided by the employee may be used in performance evaluations, determinations~~

~~regarding merit pay, applications for different employment positions, and other matters which involve a review of the employee's personnel file and past performance.~~

~~Unless the employee is told otherwise, the employee is required to provide this information. If the employee refuses to supply the information, the employee may face disciplinary action. Any information which the employee is required to provide cannot be used against the employee in a criminal proceeding. Even if the employee is not required to provide information, it is generally to the employee's best interest to provide it. Without the requested information, the City may not be able to determine the employee's eligibility for employment opportunities, compute wages, or grant the employee other benefits. The employee's refusal to provide information during an employment investigation may also necessitate that the investigation be completed without his or her input.~~

~~Federal law permits government agencies to require individuals to provide their social security number for the administration of any tax. Please be aware that when an employee is asked to give his or her social security number on revenue forms, this collection is mandated by law. This information will be shared with the Minnesota Department of Revenue, the Internal Revenue Services, and security tax programs. In most other cases, the disclosure of an employee's social security number is voluntary.~~

~~Any information an employee is asked to provide may be shared with individuals within the City whose job duties reasonably require access, as well as individuals outside of the city whose duties require access, such as insurance vendors, consultants, attorneys, and retirement plan employees. Information may also be shared with other agencies authorized by law to receive specific data.~~

~~If litigation arises, the information may be provided in documents filed with the court which are available to any member of the public. If it is reasonably necessary to discuss the information at a City Council meeting, it will be available to members of the public. To the extent that some or all of the information is part of the basis for a final decision on disciplinary action, that information is available to any member of the public.~~

1.5 Equal Employment Opportunity Statement

The city of Ramsey is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training. The city of Ramsey will not discriminate against any employee or job applicant for any unlawful reason.
~~This is to affirm the city of Ramsey's policy of providing Equal Opportunity to all employees and applicants for employment and complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof. This policy extends to all applicants and employees and to all aspects of the employment relationship, including, but not limited to, recruiting, hiring, promotion, transfer, discipline, and compensation.~~

~~The city of Ramsey is an Equal Opportunity Employer. The City provides equal employment and advancement opportunity on the basis of merit within the context of its unique business environment and without regard to race, color, creed, religion, national origin, sex, sexual~~

~~orientation, disability, age, marital status, familial status, status with regard to public assistance, or any other characteristic protected by state or federal law.~~

~~The city of Ramsey will take affirmative action to ensure that all employment practices are free of discrimination. Such employment practices include, but are not limited to the following; hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.~~

1.6 Personal Communications and Use of Social Media

It is important for ~~city~~City employees to remember that personal communications ~~of employees~~ may reflect on the ~~city~~City, especially if employees are commenting on ~~city~~City business or issues related to ~~commenting on issues that implicate city~~City employment. As ~~city~~City representatives, employees share ~~in~~ the responsibility of earning and preserving the public's trust in the ~~city~~City. An employee's own personal communications, such as those on social media, can ~~have a~~ significantly impact ~~on~~ the public's perception~~belief~~ of all City staff. ~~city~~~~City will~~~~city~~~~City, and~~ ~~as part of~~ The following guidelines apply to personal communications, including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements:

- Do not share any private or confidential information you have access to as a result of your ~~city~~City position.
- Any personal communications ~~made~~ on a matter of public concern must not disrupt the efficiency of the ~~city~~City's operation, including by negatively affecting morale. In other words~~Put another way~~, such public comments must not undermine any ~~city~~City department's ability to effectively serve the public. Disruptive personal communications can include liking or republishing (sharing/retweeting) a social media post of another individual or entity. The ~~City~~City can act on the personal communication that violate~~s~~ this policy, even without waiting for an~~the~~ actual disruption.
- Remember that what you write or post cannot easily be undone, and ~~. i~~It may reach ~~also be spread to~~ a larger audience than you intended. Use common sense when using email or social media ~~sites~~. It is a good idea to refrain from sending or posting information or photos you would not want your supervisor~~boss~~ or other employees to read, or that you would be embarrassed to see in the newspaper. Keep in mind that harassment, bullying, threats of violence, discrimination, or retaliation concerning a co-worker or between co-workers that would not be permissible in the workplace is also not permissible online, even if ~~it is~~ done after hours, from home, and on home computers.
- The ~~city~~City expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the ~~city~~City. Avoid using statements, photographs, video or audio that reasonably may be viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of sex, race (including traits associated with race, such as ~~including, but not limited to,~~ hair texture and hairstyles like ~~such as~~ braids, locs and twists) national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender identity, or gender expression, status with regard to public assistance, or membership or activity in a local human rights commission.

- If you publish something related to ~~city~~City business and there ~~is liable to~~may be confusion whether you are speaking on behalf of the ~~city~~City, it would be best to identify yourself and use a disclaimer such as, "These are my own opinions and do not represent those of the ~~city~~City of Ramsey.
- Individuals must not use ~~City~~City-owned or operated equipment to post to personal sites, including social networking sites, except during break times or before/after work, when not part of your official duties. Even when off duty, this exce~~.~~
- ~~City~~City resources, working time, or official ~~city~~City positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples include; a building inspector could not use the ~~city~~City's logo, email, or working time to promote their side business as a plumber; a parks employee should not access a park after hours even though they may have a key; a clerk, while working at ~~City~~City Hall, should not campaign for a friend who is running for ~~City~~City Council.
- Personal social media account name or email names should not be tied to the ~~city~~City (e.g., "~~(city~~City name~~)~~ Cop").

~~Section~~1.7 Media Requests

All ~~city~~City employees have a responsibility to ~~help~~ communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be directed~~routed~~ to the appropriate department or to the City Clerk.

Any employee who identifies a mistake in reporting should promptly bring it to the attention of ~~bring the error to~~ the ~~city~~City A~~a~~dministrator or other appropriate staff. Regardless of whether the communication is in the employee's official ~~city~~City role or in a personal capa~~city~~city, employees must comply with all laws related to trademark, copyright, software use, and other relevant matters~~etc~~.

Except for routine events and basic information readily available to the public, all requests for interviews or information from the media are to be routed through the ~~city~~City A~~a~~dministrator. No ~~city~~City employee is authorized to speak on behalf of the ~~city~~City without prior authorization from the ~~city~~City A~~a~~dministrator or the ~~City~~City Administrator's designee. Media requests include anything intended to be published or viewable by others in any form, ~~to others in some form~~ such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the City Administrator of the request.
2. If the request is regarding information about ~~city~~City personnel, potential litigation, controversial issues, an opinion on a ~~city~~City matter, or if an employee is unsure if the request is "routine", ~~question,~~ forward the request to the ~~city~~City A~~a~~dministrator. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as~~they~~ possible." Then, ask the media representative for their~~'s~~ name, questions, deadline, and contact information.

All news releases concerning ~~city~~City personnel will be the responsibility of the ~~city~~City A~~a~~dministrator.

When/if the ~~city~~City A~~a~~dministrator authorizes a staff person to communicate on behalf of the ~~city~~City in interviews, publications, news releases, on social media sites, and related communications, employees must:

- Identify themselves as representing the ~~city~~City. Account names on social media sites must be clearly connected to the ~~city~~City and approved by the ~~city~~City A~~a~~dministrator.
- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided. For example: ~~:~~ "The ~~city~~City finished street cleaning on 16 streets in the northwest corner of the ~~city~~City this past week," ~~instead of~~rather than "The ~~city~~City is doing a great job with street cleaning this year!" Corrections must be issued when needed.
- Generally, not include personal opinions in official ~~city~~City statements. One exception is communications related to promoting a ~~city~~City service. For example, an employee could post the following on the ~~city~~City's Facebook page: "My family visited Hill Park this weekend and really enjoyed the new band shelter."
- Employees who have been approved to use social media sites on behalf of the ~~city~~City should seek assistance from the ~~city~~City A~~a~~dministrator ~~on this topic~~.
- Notify the ~~city~~City A~~a~~dministrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for ~~city~~City business. Employees should be aware that data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

1.~~8~~6 Unlawful Acts

No person shall knowingly make any false statement, certificate, mark, rating, or report ~~in~~ regard~~ing to~~ any test, certificate, or appointment held or made under the City personnel system, ~~or in any manner~~nor commit or attempt to commit any fraud preventing the impartial execution ~~of the provisions~~ of this policy.

No person seeking employment ~~to~~ or promotion within ~~the~~ City service shall, either directly or indirectly, give, render, or pay any money, service, or other valuable consideration to any person~~, or on account of or~~ in connection with the ~~employee's~~ir test, appointment, ~~or~~ promotion, or proposed appointment or promotion.

No person shall be employed, promoted, demoted, or terminated by the City or in any way favored or discriminated against ~~because~~ for any unlawful reason.~~of, race, creed, color, national origin, religion, sex, sexual orientation, marital status, familial status, age, status with regard to public assistance, or disability, or other characteristics protected by state or federal law.~~ Additionally, ~~, or because of actions taken with regards to the rights under provisions of the Public Employment Labor Relations Act.~~ n~~N~~o person who is over 18 years of age shall be discriminated against with regard~~ference~~ to City employment in any way prohibited by the ~~forbidden by~~ federal and state law, including actions taken in accordance with the Public Employment Labor Relations Act.

1.9~~7~~ Exceptions

No exception to any provision of this personnel policy may be made except by the ~~City~~City Administrator, the ~~City~~City Administrator's designee (as noted in specific sections of this policy), or the City Council as required under the City's Charter. Such exceptions shall be documented, ~~and~~ made only on a case-by-case basis, and only after ~~the City Administrator or the City Council has adopted~~ sufficient findings of fact showing the justification for the exception.

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SECTION 2 DEFINITIONS

For purposes of these policies, the following definitions will apply:

Authorized Hours: The number of hours an employee was hired to work. Actual hours worked during any given pay period may differ from authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

Benefits: Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Benefit Earning Employees: Employees who are eligible for at least a pro-rated portion of some City provided benefits. Such employees must be year-round employees who work at least 20 hours per week on a regular basis.

Casual Employee: Temporary employees who periodically work "special projects" for the City, including, but may not be limited to, Election Judges, and Happy Days staff, Rink Attendants, Snow Plow Drivers, and other employees working less than 14 hours per week.

Core Hours:
The core hours for all employees (exempt and non-exempt) are 8:00 a.m. to 4:30 p.m., Monday through Friday. Police, Fire, and Public Works employees do not have core hours and work the schedules established by their supervisors.

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Demotion: The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

Department Head: Employees that are responsible for the efficient administration of their respective departments, including substantial supervisory control of a permanent nature over other municipal employees. Department Heads shall initiate, with the approval of the City Administrator, implement practices, functions, programs and procedures necessary to fulfill the Department Head's responsibilities. All Department Heads report directly to the City Administrator. The City Administrator shall serve as the Department Head for the Administrative Services Department.

Direct Deposit: As permitted by state law, all City employees are required to participate in direct deposit.

Division Heads: Employees that are responsible for the efficient administration of their respective divisions, including substantial supervisory control of a permanent nature over other municipal employees. Division Heads shall initiate, with the approval of their Department Head, implement practices, functions, programs and procedures that are necessary to fulfill their responsibilities.

Eligible Earned Sick and Safe Time (ESST) Severance Pay: ESST eligible severance pay shall not exceed 960 hours, is payable at a given percent as per this

policy and may be subject to language within the post-employment healthcare savings plan.~~ be defined as a lump sum payment upon termination of employment based on thirty-three (33) percent of employee's unused, accumulated sick leave, after five (5) years of continuous employment. After fifteen (15) years of continuous employment, the employee will instead receive thirty-five (35) percent of said employee's unused, accumulated sick leave. After twenty (20) years of continuous employment, the employee will instead receive thirty-seven (37) percent of unused accumulated sick leave. After twenty-five (25) years of continuous employment, the employee will instead receive forty (40) percent of said employee's unused, accumulated sick leave. If applicable, sick leave severance pay is subject to the rules of the non-union post-employment healthcare savings plan. In order to obtain eligible sick leave severance pay, an employee must leave City employment in "good standing," as provided defined in Policy 3.13.~~

Employee~~–~~: An individual who has successfully completed all stages of the selection process, including the ~~training~~ probation period.

Exempt Employee:~~—~~ Any employee excluded from overtime and compensatory time off provisions under~~of~~ the Minnesota and F~~f~~ederal Fair Labor Standards Act (~~"~~FLSA~~"~~).

FICA (Federal Insurance Contributions Act)~~–~~: FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee to contribute a percentage for Social Security and ~~for~~ Medicare. The City contributes a matching percentage on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers).

Fiscal Year~~–~~: The period from January 1 to December 31.

Full~~–~~ T~~t~~ime Employee~~–~~: Employees ~~who are~~ required to work forty (40) or more hours per week, year-round, in an ongoing position. In accordance with federal health care reform laws, ~~and regulations,~~ the City ~~shall~~ offers health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. T~~In order t~~o comply with h~~H~~ealth c~~C~~are r~~R~~eform laws, while avoiding penalties, part-time employees will be scheduled according to ~~with~~ business needs ~~and~~ in a manner that maintains their intended ~~which ensures positions retain~~ part-time status ~~under which intended~~.

Hours of Operation~~–~~: City Hall's hours of operation are Monday through Friday, from 8:00 a.m. to 4:30 p.m.

In Good Standing:~~—~~ City employees may resign at any time, for any reason.~~–~~ T~~In order t~~o be considered "in good standing" ~~at the time of~~upon resignation, an employee must ~~file~~submit a written notice to their ~~with employee's~~ Department Head, at least 14 days before the resignation date. ~~leaving, a written resignation stating the effective date of the resignation.~~ Department Heads wishing to resign "in good standing" should provide~~give~~ as much ~~advance~~ notice as possible, with a minimum of 30 ~~but must provide at least 30~~ days' ~~notice~~.~~–~~ Failure to comply with the~~is~~ 14~~–~~day or ~~30 day~~30-day notice requirement may result in denial of future City employment and sick leave termination benefits. ~~procedure may be considered cause for denying the employee future employment by the City~~City and denying sick leave termination benefits.~~

Non~~–~~Exempt Employee: ~~—~~Employees ~~who are~~ covered by the federal or state Fair Labor Standards Act (FLSA).~~–~~ Non-exempt~~Such~~ employees are generally ~~normally~~ eligible for overtime

pay or compensatory time off at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

Part~~-~~ Ti~~t~~me Employee~~–~~: Employees who are required to work less than forty (40) hours per week year-round in an ongoing position.~~–~~ In accordance with federal health care reform laws, ~~and regulations,~~ the City ~~shall~~ offers health insurance benefits to eligible employees and their dependents who~~that~~ work ~~on average~~ or are expected to work an average of 30 hours per week or ~~or more hours per week or the equivalent of~~ 130 hours ~~or more~~ per month. In order to comply with the h~~H~~ealth c~~C~~are r~~R~~eform law, while avoiding penalties, part-time employees will be scheduled with business needs, ~~and in manner~~ which ensures positions retain part-time status under which ~~-~~ is intended.

Pay Period:
A fourteen (14) day period beginning at 12:00 a.m. (midnight) on Saturday through 11:59 p.m. on Friday, fourteen (14) days later.

PERA (Public Employees Retirement Association) ~~–~~: A s~~S~~tatewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. Both t~~T~~he City and the employee ~~each~~ contribute to the employee's retirement account.

Probationary Employees~~Period~~:
An employee working within a~~A~~ six~~-~~ ~~-~~or twelve-month period at the start of employment with the ~~city~~City (or at the beginning of a promotion, reassignment, or transfer) unless covered by a collective bargaining agreement stating a different time frame.~~–~~ An employee serving the initial probationary period may be disciplined at the sole discretion of the ~~city~~City, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights. Time served in temporary, seasonal, volunteer or interim positions are not considered part of the probationary period. If an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked, and the probationary period will be extended by the length of time taken.

Promotion:~~–~~ Movement of an employee from one job class to another within the ~~City~~City, where the maximum salary for the new position is higher than that of the employee's former position.

Reclassify:~~–~~ ~~Movement~~ Reassignment of a job from one classification to another ~~classification~~ because of a significant change in the position's duties and responsibilities.
~~**Seasonal Employee** – Temporary Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.~~

Seasonal Employee:
Employees who work ~~only~~ part of the year to conduct seasonal work. Seasonal employees may ~~be assigned to~~ work ~~a~~ full-time or part-time hours but, unless ~~schedule. Except as~~ required by law, are generally not eligible for ~~seasonal employees do not earn~~ benefits or ~~credit for~~ seniority credit. T~~In order t~~o comply with the health care reform law ~~-~~while avoiding penalties, ~~part-time~~seasonal employees are ~~will be~~ scheduled in alignment with business needs to maintain their seasonal status, or may be offered health insurance in rare cases. ~~and in a manner that ensures positions retain part-time status as intended or, in some rare instances, may be offered health insurance to comply with federal health care reform laws and regulations while avoiding associated penalties.~~

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Service Credit: ~~–~~Time worked for the ~~City~~City. An employee begins accruing~~earning~~ service credit on their first ~~day worked for the City~~~~City~~workday.~~–~~ Certain levels of absence may interrupt service credit accrual. ~~Some forms of leave will create a break in service.~~

Supervisor:~~–~~ An individual with ~~y person having~~ authority on behalf ~~in the interests~~ of the employer to ~~perform or effectively~~ recommend or take action regarding ~~a majority of the following actions: –~~hiring~~es~~, transfers, suspensions, promotions, discharges, discipline, rewards, assignments and work direction, ~~adjustment of~~ grievance adjustments,~~s~~ and performance evaluations. ~~**Temporary Employee** - Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.~~

Temporary Employee: Employees who work in temporary positions, either with a specific ~~. Temporary jobs might have a defined start and~~ end date or ~~may be~~ for the duration of a specific project. Temporary employees may ~~be assigned to~~ work ~~a~~ full-time or part-time schedules but, unless~~. Except as~~ required by law, ~~temporary employees~~ do not earn benefits or ~~credit for~~ seniority credit. T~~In order t~~o comply with the health care reform law, temporary ~~while avoiding penalties, part-time~~ employees are~~will be~~ scheduled with business needs to maintain their temporary ~~and in a manner that ensures positions retain part-time~~ status, or ~~as intended or,~~ in ~~some~~ rare instances, may be offered health insurance.

Transfer: Movement of an employee from one City position to another of equivalent pay.

Weapons: Defined to include all firearms (whether legal or illegal), switchblade knives, or any other item that has been modified or has the primary serves as a weapon.

Work Week: The regular work week for City employees is forty (40) hours, in addition to a lunch period, Monday through Friday, except as otherwise established by the City Administrator or the City Administrator's designee~~, in accordance with needs of the~~based on department needs. For payroll purposes, a work week is a~~seven~~ consecutive seven-day period ~~24 hour periods running~~ from Saturday through the following Friday.

SECTION 3 EMPLOYEE RECRUITMENT, SELECTION, EMPLOYMENT, AND~~&~~ TERMINATION

3.1 Scope

The City Administrator or ~~a~~ the City Administrator's designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to City employment, with the exception of temporary or seasonal employees and interns for which the funding is accounted for in the annual budget. In this case the City Administrator is responsible for hiring temporary or seasonal employees and interns. All regular hires (part-time employees, full-time employees and Paid-on-call Firefighters will be made according to merit and fitness related to the position being filled.

3.2 Features of the Recruitment System

The City Administrator or the City Administrator's designee will determine if a vacancy will be filled and how, whether through an open recruitment, promotion, transfer, or another method. This determination will be made on a case-by-case basis. The majority of vacancies will be filled through an open recruitment process. Position vacancies may be filled on an "acting" basis, as needed.

Application for employment will generally be made via the City's online ~~on~~ application ~~forms~~ process.~~provided by the City.~~ Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or the City Administrator's designee. In most cases, s~~S~~upplemental questionnaires ~~may~~ will included as part of the application process~~be required in certain most situations~~. To be considered, a~~A~~ll candidates must ~~complete and~~ submit the required application materials by the posted deadline~~, in order to be considered for the position~~. The deadline ~~for applications~~ may be extended by the City Administrator.~~–~~ Unsolicited applications will not be ~~kept on file~~retained.

3.3 Testing and Examinations

Applicant qualifications will be evaluated in one or more of the following methods~~ways~~: training and ~~-~~experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test;~~,~~ or other appropriate job-related exam.

Internal recruitments will be available~~open~~ to any ~~City~~City employee who:~~-~~ (1) has successfully completed the initial ~~training~~ probation period; and (2) meets the minimum qualifications for the ~~vacant~~ position.~~.~~; ~~and (3) currently is and for the past year has been in good standing with the City.~~

The ~~City~~City Council or the City Council's designee will establish minimum qualifications for each position with input from the appropriate ~~supervisor~~Department Head or the Department Heads' designee.~~ To be eligible to participate in the selection process a C~~candidates must meet these minimum qualifications to be eligible to participate in the selection process ~~of the job description~~.

3.4 Pre-Employment Medical Exams

The ~~City~~City Administrator or the City Administrator's designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any ~~City~~City position.~~ Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists ~~and/~~or ~~who are o~~offered employment for a given job class.~~ Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the ~~City~~City, with the cost of the exam paid by the ~~City~~City.~~ (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist.) The physician will notify the ~~City~~City Administrator or the City Administrator's designee ~~that a~~whether a candidate ~~either~~ is ~~or isn't~~ medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable.

If the candidate requires an accommodation to perform one or more of the essential functions of the job, the ~~City~~City Administrator or the City ~~designee~~Administrator's designee will confer with the physician and candidate regarding reasonable and acceptable accommodations.

If a candidate is rejected for employment based on the results of the medical exam, the candidate~~y he/she~~ will be notified of this determination, as ~~to the extent~~ required by law.

3.5 Selection Process

The selection process will be a cooperative effort between the ~~City~~City Administrator, Human Resources ~~or~~ and ~~designee and the hiring supervisor~~ the hiring manager, subject to final hiring approval of the ~~City~~City Council.~~ Any, all, or none of the candidates may be interviewed.

The ~~City~~City has the right to make the final hiring decision based on qualifications, abilities, experience, and the needs of the ~~city of Ramsey~~ City Council ~~needs~~.

3.6 Background Checks

All finalists for employment with the ~~City~~City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position.~~–~~ Except where already defined by state law, the ~~City~~City Administrator will determine the level of background check to be conducted based on the position being filled.

3.7 Criminal Background Investigations

Authority

State law authorizes ~~city~~City police departments to conduct criminal history background investigations on applicants for ~~City~~City positions using Minnesota Computerized Criminal History data.

Applications

This section applies only to applicants who are finalists for regular, temporary, seasonal, casual, and volunteer ~~status~~ positions.~~–~~ Before a finalist is eligible to receive a conditional job offer or begins employment with the ~~City~~City, and to the extent permitted by law, the applicant must authorize the Police Department, in writing, to undertake a criminal history background investigation and to release the information to the ~~City~~City Council, ~~City~~City A~~a~~dministrator and/or other ~~City~~City staff as appropriate.

Rejection of Applications

Except in the case of exceptions set forth in Minnesota state law, as ~~may be~~ amended from time to time, if the ~~City~~City rejects an application for employment, either ~~due~~ partly or solely to the applicant's prior conviction of a crime that ~~which relates~~ directly relates to the position sought, the ~~City~~City~~'s Human Resources Manager~~Administrative Services Director will notify the applicant in writing of the following:

- The Grounds and reasons for denial;
- The applicant complaint and grievance procedure set forth in Minnesota State law, a~~s may be~~ amended from time to time;
- The earliest date the applicant may reapply for employment or a volunteer position; and
- That all competent evidence of rehabilitation will be considered upon re-application.

Only public conviction information related directly to the position sought will be considered in denying employment.~~–~~ In situations where identity is in question~~ed~~, fingerprint verifications will be allowed, to the extent permitted by law.~~–~~ The ~~City~~City reserves the right to consider the applicant's

criminal history, including any and all evidence of rehabilitation~~, when evaluating him or her for employment with the City~~, to the maximum extent permitted by law.

3.8 Reclassification ~~and New Position / Vacant Position~~

~~*Reclassification*~~

When a position's duties and responsibilities change (increase or decrease), the position is considered a reclassification. It ~~and~~ may be automatically filled by the incumbent of the original position~~,~~; contingent upon the incumbent's ability to meet the position's minimum requirements and possess the necessary knowledge, skills, and abilities, at the ~~City~~City's discretion. ~~–~~

~~*New Position*~~

~~If the City creates a new position to meet its public service needs the position will be filled according to the City Administrator's direction.~~

3.9 Nepotism

The potential for conflicts of interest is~~are~~ increased when personnel who are related are employed by the same employer; and real or implied conflicts of interest can result in distrust and a general lack of harmony among other employees.

Whenever possible, and with due regard for job-relevant qualifications, merit, and fitness, the employer shall avoid ~~the appointment~~appointing ~~of~~ any person related to an appointed officer or regular full-time or regular part-time employee of the ~~City~~City.~~–~~ Appointments or assignments of persons related to an employee in the same department in which the employee works is prohibited.

This provision does not apply to marital ~~status~~ or familial status, as protected under the Minnesota Human Rights Act.~~–~~ Employment of the spouse of an elected or appointed officer or employee is not prohibited; however, appointing~~ment~~ or assigning~~ment~~ of an employee's spouse within the same department ~~in which the employee works~~ is prohibited if the appointment or assignment would result in one ~~an~~ employee directly supervising or influencing the recruitment, employment, salary, fees, or performance review of the employee's spouse.

Appointment to a position with the ~~City~~City shall not be construed as an employment contract between the ~~city~~City of Ramsey and an employee.~~–~~ All employees whose positions are covered by this policy are appointed by ~~–~~and serve~~–~~ at the sole discretion of the employer.

3.10 Probation

Subject to the provisions of an applicable collective bargaining agreement, every original and promotional appointment ~~and every promotional appointment,~~ is subject to a probationary period of one (1)~~six (6) months~~ year.~~, except for patrol officers, paid-on-call firefighters, and Department Heads who have a one-year probationary period.~~ During thise probationary period, a probationary employee may be terminated at the sole discretion of the ~~City~~City.~~–~~ If terminated during the probationary period, the employee shall be notified in writing of the termination and shall have no right to appeal the termination.

Employees may use sick and vacation leave during their probationary period at the discretion of the Department Head.

At the sole discretion of the ~~City~~City Administrator, an employee's probationary period may be extended for an additional 90 calendar days.~~–~~ Completion of the probationary period or any extended probationary period is not, and cannot be construed as, a promise of continued employment or ~~otherwise~~ altering the at-will nature of employment.

~~New #:~~ ~~Punctuality~~3.11 Punctuality and Attendance

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Every employee has an important role in maintaining a productive workplace. Therefore, it is essential that all employees report to work every day as scheduled. It is unacceptable to be late for work. For example, if an employee's start time is 8:00 a.m., that employee should be at their work location and ready to work at 8:00 a.m. Unsatisfactory attendance, including tardiness ~~reporting late to work~~ and leaving work early, may result in disciplinary action up to and including termination.

If an employee must be absent or late for any reason, other than approved time off, the employee must notify their immediate supervisor at least thirty (30) minutes prior to the start of their shift. ~~this possible or, if reasonable,~~ An employee ~~who is~~ unable to make contact with ~~his/her~~their supervisor must notify another superior within their department or Human Resources, within ~~this~~ one-hour ~~period~~, unless the employee is incapable of doing so due to extreme circumstances. ~~.~~

3.1~~2~~1~~1~~ Supplemental Employment

~~No city of Ramsey patrol officer shall work as a police officer or keeper of the peace directly for any establishment in the City or at any special private functions within the City. Officers needed at special functions shall work as city of Ramsey employees and shall be paid directly by the City. The City, in return, will bill the person or entity requesting the officers' presence at the function from which payment the City will reimburse itself for the officers' services.~~
The potential for conflicts of interest is lessened when individuals employed by the ~~city~~City ~~of Ramsey~~ regard the ~~city~~City as their primary employment responsibility.~~–~~ All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or ~~any~~ other considerations, the supervisor will consult with the ~~city~~City Aadministrator.

Any ~~city~~City employee accepting outside employment that the ~~in an outside position determined by the city~~City Aadministrator determines to be in conflict with the employee's ~~city~~City job will be

required to resign from the outside employment or may be subject to discipline, up to and including termination.

For the purpose of this policy, outside employment refers to any non-~~city~~City employment or consulting work for which an employee receives compensation, except ~~for~~ compensation received in conjunction with military service, ~~or~~ holding a political office, or an appointment to a government board or commission compatible with ~~city~~City employment. The following guidelines apply in~~is to be considered when~~ determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the ~~city~~City's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of ~~his/her~~their position.
- The employee must not use ~~city~~City equipment or resources in the course of the outside employment.
- The employee must not violate any ~~city~~City personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which ~~he/she~~they are ~~is~~ also being compensated by the ~~city~~City.
- Work performed for others while on approved vacation or compensatory time is not a violation of policy unless ~~that work~~it creates the appearance of a conflict of interest.
- No employee will work for another employer, or for ~~his/her~~their own business, while using paid Earned Sick and Safe Time (ESST) from the ~~city~~City for those same hour, unless permitted by law.
- Employees may be required to sign an agreement to prohibit outside employment activities within Ramsey.
- Departments may establish more specific policies as appropriate, subject to the approval of the ~~city~~City A~~a~~dministrator.

~~City~~City employees are not permitted to accept outside employment that creates ~~either~~ the appearance or ~~of or the~~ potential for a conflict with the development, administration or implementation of City policies, programs, services or any other operational aspects ~~of the city~~~~City~~.

3.1~~3~~2 Performance Evaluations

Performance evaluations are used to assess employee performance in terms of specific job requirements, ~~and~~ provide measures for setting up training and development programs, and open channels of communication. A formal performance evaluation may be completed ~~for improvement and opening communication channels.~~ o~~O~~n the anniversary date of an employee's current position, or in January if ~~so~~ determined by the Department Head and the Administrative Services Director. ~~, Human Resources Manager, as well as when an employee is completing their probationary period, a formal performance evaluation may be completed.~~ If a formal performance evaluation is completed, it will be reviewed with the employee.

For Department Heads, the ~~City~~City Administrator will make note of any ~~City~~City Council feedback regarding Department Head performance and summarize the Council's comments when

~~writing the Department Head's~~ preparing the performance evaluation.~~–~~ The ~~City~~City Administrator will review ~~the performance~~this evaluation with the Department Head.~~–~~ The Department Head will have the opportunity to discuss the ~~performance~~ evaluation with the ~~City~~City Council at a closed ~~City~~City Council meeting if they ~~he/she so~~ choose.

The ~~City~~City will consider each employee's performance evaluation when considering salary increases or potential promotional opportunities.~~–~~ ~~As a general rule~~Generally, an employee who receives an overall rating of "Needs Improvement" or "Poor" (or ~~the~~ equivalent) will not be eligible for promotion~~al opportunities~~s or~~,~~ salary increases, except for any ~~"~~cost~~–~~of~~–~~living~~."~~ adjustment made by the ~~City~~City.~~–~~ Further, an employee who receives an overall rating of "Needs Improvement" or "Poor" (or ~~the~~ equivalent) must follow a performance improvement plan to ~~bring performance to an acceptable level~~reach an acceptable performance level.~~–~~ If performance is not ~~brought to an acceptable level~~improved as ~~described in the performance improvement~~outlined in the plan, disciplinary action may be taken, ~~e may be imposed,~~ up to and including termination. Conducting ~~, or the results of,~~ performance evaluations or their outcomes does not alter the at-will nature of employment.

3.1~~3~~4 Resignations

As at-will employees, all ~~City~~City employees may resign at any time and ~~,~~ for any reason.~~–~~ T~~In order t~~o be considered "in good standing" at the time of resignation, an employee must submit a written resignation to their ~~file with employee's~~ Department Head ~~,~~ at least 14 days prior to the effective date of~~before leaving, a written resignation stating the effective date of the~~ resignation. Department Heads wishing to resign "in good standing" should give the ~~City~~City as much advance notice as possible, but must provide at least 30 days' notice.

Employees providing three (3) or more months' advance notice of ~~said~~ resignation shall receive an additional 10% ~~-~~percent added to their eligible sick leave severance.

Failure to comply with this 14~~-~~day or 30~~-~~day notice ~~procedure~~ requirement may result in denial of ~~be considered cause for denying the employee~~ future employment opportunities with~~by~~ the ~~City~~City and ~~denyi~~denial of~~ng~~ termination benefits.

Time-off ~~-off~~ requests shall not be approved during the period leading up to an ~~such time as~~ employee's retirement or separation ~~are preparing to retire or separate~~ from employment. ~~,~~ H~~h~~owever, pre-approved time off will be honored. Vacation hours may not be used to extend an employee's actual termination date.

~~-~~At the ~~City~~City Administrator's discretion, separation may occur immediately; while the ~~,~~separation would remain in good standing.

An u~~U~~nauthorized absence from work for a period of three (3) working days may be considered ~~by the Department Head~~ as a resignation "not in good standing" and without benefits.

Upon separation from the City, if an employee has not used their Floating Holiday, it will be forfeited.

3.154 Lay-offs

With a minimum of ~~After at least~~ two (2) weeks' notice to the employee, the City Administrator may lay off any employee when such action is necessary ~~because of~~due to shortage of work or funds, the ~~abolition~~ elimination of a position, or organizational changes ~~in organization~~.

SECTION 4 BENEFITS

4.1 Group Insurance

To be eligible for group health, dental, or life insurance benefits with the ~~city~~City ~~o,f Ramsey~~ employees must be ~~a~~ regular employee~~s~~ scheduled to work at least 30 hours per week.~~–~~ The ~~City~~City provides a contribution to~~ward~~ health insurance, single dental insurance and basic life insurance for full-time employees~~,~~ as approved ~~annually~~ by the ~~City~~City Council ~~annually~~. Members of the ~~City~~City Council are eligible for group health insurance in the ~~City~~City's group health insurance plan without affecting ~~Councilmembers~~ their~~'~~ total compensation from the ~~City~~City.

The ~~City~~City will ~~also~~ continue to provide basic life insurance for employees participating in PERA's Phased Retirement program~~-~~~~,~~ as permitted by the ~~insurance~~ carrier. Employees wishing to remain on the City benefits, as permitted by the insurance carrier, may do so at their own cost based on the Minnesota Statute 471.61: "A unit of local government must allow a former employee and the employee's dependents to continue to participate indefinitely in the employer-sponsored hospital, medical, and dental insurance group that the employee participated in immediately before retirement, under the conditions set by state law".

In accordance with federal health care reform laws and regulations, the ~~City~~City will~~shall~~ offer health insurance benefits to eligible employees and their dependents that work on average~~,~~ or are expected to work~~,~~ 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with h~~H~~ealth c~~C~~are r~~R~~eform law ~~while~~ and avoid~~avoiding~~ penalties, part-time employees will be scheduled based on~~with~~ business needs and in manner that~~which~~ ensures positions retain the intended part-time status.~~status under which intended~~

4.2 Long Term Disability ("LTD")

Mandatory LTD: ~~—~~Long~~-~~term disability is a mandatory, employee-paid benefit~~,~~ provided to sworn police personnel and other full-time, non-union employees.

Voluntary LTD: ~~—~~Long~~-~~term disability is available to other employee groups as a voluntary employee-paid benefit.

Terms of Coverage: The terms of ~~the long term~~long-term disability coverage, including the benefit calculation formula ~~used to calculate the benefit~~ and the waiting period before eligibility, are ~~an employee may receive long term disability benefits will be~~ established by the ~~City~~City.

4.3 Public Employment Retirement Association ("PERA")

Almost all ~~city~~City employees in the State of Minnesota are covered by a public pension system known as ~~the~~ PERA~~,~~ to which ~~:~~ ~~—~~b~~B~~oth the ~~City~~City and employees contribute ~~to PERA~~.~~–~~ For specific information on ~~regarding~~ annual contribution rates, employees should contact ~~Human Resources~~Human Resources.~~–~~ Vesting time varies depending on membership eligibility date~~,~~ and

the pension is portable among public employers throughout the state. Being vested allows employees to ~~means~~ qualify ~~ing~~ for benefits at the minimum allowable age.

Both the City and the employee ~~typically~~ contribute ~~In normal situations, employees and employers both contribute~~ a percentage of the employee's eligible gross salary to PERA. However, Minnesota law provides that some income received by an employee are not eligible for PERA contributions. For specific questions on contributions, e~~E~~mployees should contact ~~Human Resources~~Human Resources ~~with specific questions regarding PERA contributions~~.

The ~~City~~City offers PERA's Phased Retirement Option on a case-by-case basis, subject to ~~after~~ approval by the Administrative Services Director~~HR Manager~~, Department Head, and the ~~City~~City Administrator, if it aligns with ~~as deemed beneficial to~~ the ~~City~~City's ~~in meeting the goals of the~~ strategic goals~~plan~~. This~~e~~ agreement can be terminated at any time. Employees interested in this option should contact~~see~~ ~~Human Resources~~Human Resources for more information.

4.4 Employee Savings Plans

All employees eligible to enroll in PERA are also eligible to place a portion of their earnings in a 457 savings plans; pre-tax and/or post tax programs. For information, contact ~~Please contact Human Resources~~Human Resources ~~regarding maximum~~on annual contribution ~~amounts~~ limits and ~~for any~~ other specific ~~information~~ details about~~regarding~~ these plans, please contact ~~Human Resources~~Human Resources. ~~.~~

4.5 ~~Health Savings Account Flexible Spending Account~~

Employees must be enrolled in one ~~covered by one~~ of the ~~city~~City's qualified high-deductible health plans (HDHP) ~~in order~~ to contribute to a H~~h~~ealth S~~s~~avings A~~a~~ccount (HSA). Both employees and the City may contribute to the~~An HSA~~HSA. ~~may be funded by both employees and city~~City contributions. An HSA ~~health savings account (HSA)~~ is a tax-exempt savings ~~vehicle~~account used to accumulate funds ~~money~~ for eligible health care expenses. These funds~~HSAs~~ may be used to pay for health care expenses as they occur, contingent upon available funds, or ~~the funds may remain in the account until needed later in life~~saved for future use. For additional details, ~~Employees can establish flexible spending accounts and have pre-tax deductions made from their payroll checks to pay for eligible childcare and eligible medical expenses. The law limits the maximum contributions that employees can make to their flexible spending account and the specific expenses that can be paid out of such accounts.~~ e~~E~~mployees should contact ~~Human Resources~~Human Resources. ~~for additional details.~~

4.6 Retiree Benefits

Minnesota law provides for continuation of health and dental coverage to certain former employees who are receiving a disability benefit or ~~an~~ annuity from PERA, or who have met the ~~PERA~~ age and service requirements for PERA. Unless otherwise required by federal or state law, ~~F~~former employees are responsible for paying the full~~entire~~ premium. Failure to pay the premium~~do so~~ will result in termination of coverage. Employees should contact ~~Human Resources~~Human Resources for additional details.

4.7 COBRA

Employees participating in the ~~City~~City's group health insurance plan who terminate employment ~~with the City~~City or experience another qualifying event that~~which~~ triggers their legal entitlement to insurance continuation will receive a notice of their right to elect continued insurance coverage consistent with state and federal law, including~~,~~ but not limited to ~~,~~ the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA")~~(~~ as amended).~~–~~ The notice will be provided ~~in accordance with such~~as required by law~~,s~~ and employees must follow the procedures outlined, including but ~~comply with those laws if they wish to continue coverage after separating from the City~~City's ~~employment, including, but~~ not limited to ~~,~~ paying the full~~entire~~ premium for the ~~duration of the~~ continuation coverage.~~–~~ Employees should contact ~~Human Resources~~Human Resources for additional details.

4.8 Non-Uunion Post-Eemployment Healthcare Savings Plan ~~(PEHCSP)~~

The PEHCSP is an employer-sponsored program that allows employees to invest in a tax-preferred medical savings account while employed by a Minnesota public employer.

All non-union employees hired after January 1, 1984, will participate in the post-employment healthcare savings plan, contributing as follows:

NON-UNION EMPLOYEES - PERA COORDINATED MEMBERS

- **GROSS WAGES:**~~–~~ Contribute 2% after 5 years of service and beyond~~greater~~.
- **SICK LEAVE CONVERSION:**~~–~~ At the end of the calendar year, contribute all hours greater than 960 at a conversion rate of 2 to 1).
- **VACATION:** Upon separation of employment, contribute unused accrued vacation time as follows:
  - 50% after 5 years of service through 10 years of service
  - 75% with 11 years of service through 15 years of service
  - 100% after 16 years of service and greater
- **SICK LEAVE SEVERANCE:** Upon separation of employment, contribute 100% of unused eligible accrued sick leave.

NON-UNION EMPLOYEES - PERA POLICE & FIRE MEMBERS

- **GROSS WAGES:**~~–~~ Contribute 1% for all employees until 5 years prior to normal retirement age (55), at which time ongoing contributions increase to 4%.
- **SICK LEAVE CONVERSION:**~~–~~ At the end of the calendar year, contribute all hours greater than 960 at a conversion rate of 2 to 1).
- **VACATION:** Upon separation of employment, contribute 100% of unused accrued vacation time (regardless of years of service).
- **SICK LEAVE SEVERANCE:** Upon separation of employment, contribute 100% of unused eligible accrued sick leave.

Eligible sick leave severance ~~shall~~ includes Earned Sick and Safe Time~~s~~. It will~~shall~~ be defined as a lump-sum payment upon termination of employment, contributed to the PEHCSP, based on the following percentages of the employee's unused, accumulated sick leave:

- 33% after 5 years of regular employment
- 45% after 10 years of regular employment
- 50% after 15 years of regular employment

~~thirty-three (33) percent of employee's unused, accumulated sick leave after five (5) years of continuous employment. After fifteen (15) years of continuous employment, the employee will instead receive thirty-five (35) percent of said employee's unused, accumulated sick leave. After twenty (20) years of continuous employment, the employee will instead receive thirty-seven (37) percent of unused accumulated sick leave. After twenty-five (25) years of continuous employment, the employee will instead receive forty (40) percent of said employee's unused, accumulated sick leave. In order to obtain~~To qualify for eligible ESST ~~sick leave~~ severance pay, an employee must leave ~~City~~City employment in "good standing~~,"~~. ~~as provided in Policy 3.13~~.

4.9 Employee Assistance Program

The ~~City~~City offers an Ee~~e~~mployee Aa~~a~~ssistance Pp~~p~~rogram (EAP) at no cost to assist employees and their families with ~~-~~a variety of services, including ~~from~~ mental health and substance abuse counseling~~,~~ to child care resources, etc.~~,~~ The EAP ~~will~~ provides confidential counseling services by highly trained clinicians or may suggest other professional resources that could ~~may~~ be ~~useful~~ beneficial to employees and their families.

SECTION 5 CLASSIFICATION AND COMPENSATION

5.1 General

Employees of the ~~City~~City shall be compensated according to the schedule established by the ~~City~~City Council.~~–~~ Any wage, salary, or other monetary benefit so established is the total remuneration for employment, which may be allowed for the conduct of official business.~~–~~ Unless approved by the ~~City~~City Administrator, no employee shall receive pay from the ~~city~~City in addition to the salary authorized for the position or positions to which the employee has been appointed.~~,~~ ~~or for hours beyond the normal work week without prior approval by the City Administrator or designee.~~ No employee will be permitted to work overtime without the prior approval of their Department Head.

Non-exempt employees who work for a period less than the regularly scheduled work~~-~~week will earn wages based on the actual number of hours worked.~~–~~ Regular part-time employees are eligible to earn vacation and sick leave in proportion to that earned by regular full-time employees based on the number of hours worked. Holidays are earned in proportion to those earned by regular full-time employees and are based on the number of hours worked ~~hours~~ during any given pay period in which the holiday is paid. ~~budgeted on January 1.~~ Vacation, ~~and~~ sick leave,~~,~~ and holidays count toward total budgeted work hours for the year.~~–~~ Temporary employees are not eligible for vacation, ~~or~~ sick leave, holiday pay, or health or life insurance, unless otherwise required by federal and state laws.

Employees shall be paid biweekly via mandatory direct deposit.~~–~~ When a pay~~-~~day falls on a holiday, employees shall receive their pay on the preceding work day.

~~No employee shall be permitted to receive payment from any third party for services and labor performed while such employee is working regular hours or while working additional overtime hours for the City~~City~~, unless approved in advance by the City~~City~~ Administrator and subject to a written agreement with the third party – such as with Anoka County.~~

5.2 Classification Plan / Position Descriptions

The ~~City~~City will establish and maintain a position classification plan for all positions in accordance with federal and state laws.~~–~~ The Administrative Services Director, under the direction of the ~~City~~City Administrator, and in conjunction with Department Heads, shall be responsible for establishing, periodically revising, and maintaining current position descriptions.~~–~~ The position description shall include the position title, department, supervisor's title, FLSA status (exempt or non-exempt), safety sensitive status, ~~state the~~ essential duties, examples of performance criteria/responsibilities, and minimum qualification requirements which distinguish a given position from other positions.~~–~~ The position description shall describe the typical types of work which may be assigned to a particular position but shall not be construed to restrict the assignment of other duties related to the position. Supervisors may direct their subordinates to perform tasks not expressly identified in the position description, which are ~~, as they see fit~~within the ability and resources of the position.~~.~~

Purpose ~~urpose~~

The ~~purpose of the~~ classification plan~~/~~position description is to:

- ~~a.~~ Establish reasonable compensation relationships between job classifications.
- ~~b.~~ Establish qualification standards for recruitment and testing purposes.
- ~~c.~~ Provide the appointing authority with means for analyzing work distribution, areas of responsibility, lines of authority, and other relationships between positions.
- ~~d.~~ Assist the appointing authority in determining budget requirements.
- ~~e.~~ Provide the basis for developing standards of work performance.
- ~~f.~~ Indicate training needs.
- ~~g.~~ Provide uniform titles to positions.

Class ~~lass~~

A class shall be comprised of one or more positions that are substantially similar with respect to the type, difficulty, and responsibility of work performed.

Administration of the Classification Plan / Position Descriptions~~dministration of the Classification Plan / Position Descriptions~~

The classification plan shall be established and maintained through recommendation of the Department Head and the Administrative Services Director to the ~~City~~City Administrator.~~–~~ The ~~City~~City Administrator may establish a new class, create a new position within a class or reclassify a position upon approval by the ~~City~~City Council.

When a new position is proposed by a Department Head or the Administrative Services Director, a request for the position, along with a description of the duties and responsibilities of the position shall be submitted to the ~~City~~City Administrator.~~–~~ The position shall be analyzed and evaluated based on the duties and responsibilities, without regard to the personal characteristics, abilities, or qualifications of any ~~the i~~incumbents.~~–~~ The final approval of the classification shall be by the ~~City~~City Council.

5.3 Reclassification

When the duties and responsibilities of a position change, the Department Head may initiate a request for a change in classification.~~–~~ This request must be submitted in writing to the Administrative Services Director, ~~-~~accompanied by a proposed updated position description prepared by the Department Head.~~–~~ The Administrative Services Director shall submit the request to the ~~City~~City Administrator for review and approval or denial, at his or her discretion.~~–~~ If the ~~City~~City Administrator denies a request for reclassification, no similar request may be submitted for one year.~~–~~ The Administrative Services Director, acting under the direction of the ~~City~~City Administrator, may also review the classification of existing positions from time ~~-~~to ~~-~~time, regardless of whether a Department Head proposed reclassification within the preceding year.

Factors that could lead to conducting an analysis of existing positions include, but are not limited to, the following:

- a. Change in the existing organizational or reporting relationship.
- b. Significant additions, reductions, or changes in the essential functions for which the position is accountable, which affect the level of skill, knowledge, responsibility, or working conditions of the position.
- c. Change in the supervisory functions assigned to the position.
- d. Change in the qualifications required of the position.

5.4 Compensation Plan

The compensating entire compensation plan shall be reviewed simultaneously annually with renewal of the cityCity's labor agreements. by Tthe CityCity Administrator will present suggested changes and presented to the CityCity Council as part of the annual budget process. Contingent upon the provisions of the Public Employment Labor Relations Act, The the CityCity Administrator may modify any or all of the pay ranges or grades as set forth in the plan at any time, at theirhis or her discretion, subject to approval by the CityCity Council. The CityCity Administrator may also set effective dates for the pay plan. All pay ranges shall be construed as policy declarations and not binding, permanent contractual obligations between the CityCity and its employees. Any amendment to the pay plan shall be based on changes in the responsibility or the duties of the position, recruiting experience, rates of pay and benefits in the public and private sectors, the CityCity's financial status, general economic conditions, federal or state law (, including the Minnesota Pay Equity law), or other pertinent factors warranting such action.

In addition, from time to time, the position and pay classification plan may be amended by CityCity Council resolution upon receipt of a recommendation from the CityCity Administrator. In making such recommendations, the CityCity Administrator shall consider the following factors:

- a. Maintenance of equitable relationship between classes, based on their relative duties and responsibilities.
- b. Indicators, from the appropriate labor market, for comparable work under similar conditions.
- c. Current recruitment and retention experience.
- d. Comparable worth for all positions within the organization.
- e. Ability of the cityCity of Ramsey to fund the position.

Content of Pay Plan

The pay plan presented to the CityCity Council for its consideration shall consist of the minimum and maximum rate of pay for each position in the organization. Each position shall be assigned to a pay class, and all positions in the pay class shall be compensated according to the established pay range. A pay range will be assigned to each class according to the responsibilities of the position, the duties and pay for other positions, prevailing rates of pay for comparable positions in public and private employment in the area, fringe benefits received by employees, the financial policy of the CityCity, federal and state statutes, and other pertinent economic factors.

Pay Plan Administration

The ~~City~~City Administrator shall be responsible for administering the Pay Plan according to this section.

Beginning Salary Rate

~~—~~The beginning rate for a new employee will be the minimum rate in the established class for ~~his or her~~~~their~~the position classification. The e~~E~~mployer, at its sole discretion, may approve a pay rate above the minimum rate to:

- ~~a.~~ Mitigate recruiting obstacles.
- ~~b.~~ Hire a person with superior qualifications.
- ~~c.~~ Correct salary inequities.
- ~~d.~~ Give credit for prior service.

Method of Progressio~~nn~~

After appointment or promotion and pending satisfactory performance, an employee shall be eligible for advancement through ~~his/her~~their respective salary range as specified in the collective bargaining agreement or as authorized by the ~~City~~City Council.

Market Adjustment Pay~~–~~

Occasionally positions within the ~~City~~City may fall behind in pay with regard to the market value.~~–~~ Contingent upon the provisions of the Public Employment Labor Relations Act and Pay Equity compliance, w~~W~~hen this becomes apparent, the Administrative Services Director may, in ~~his or her~~their sole discretion, make a recommendation for the appropriate salary adjustment to the ~~City~~City Administrator.~~–~~ Upon approval by the ~~City~~City Administrator, the employee in said position will receive a salary range adjustment.~~–~~ The employee will retain their ~~her or his~~ original anniversary date for the purposes of step increases and performance evaluations.~~–~~ Any increases that result in more than a ~~five~~ five percent increase shall be submitted to the ~~City~~City Council for approval or denial.

Extra Duty Pay ~~-~~/ ~~-~~Interim Pay

The ~~City~~City Administrator shall have the authority to grant short-term extra duty pay.~~–~~ Any extra duties that qualify for extra duty pay would be responsibilities that fall well outside of the respective employee's job description and would have a defined end date, but would not exceed six months. Typically, extra duty pay would be tied to a special project or event.~~–~~ At the ~~City~~City's discretion, extra duty pay may be paid via a payroll stipend.~~–~~ Interim pay would include, for example, filling in for a vacancy, FMLA or leave absence.~~—~~ Interim pay shall not exceed 10% over the current base salary.~~—~~ The ~~City~~City Administrator's approval of extra duty pay or interim pay is subject to available funding within the budget.

Overtime Compensation for Exempt Employees who also Work in a Non-Exempt Position Within the ~~City~~City

Federal law allows exempt ~~City~~City employees working two or more positions with the ~~City~~City to agree, in advance, to receive overtime compensation for the secondary position if it is non-exempt, subject to certain restrictions and limitations.~~–~~ Exempt employees holding two or more positions within the ~~City~~City, at least one of which is non-exempt, should consult with ~~Human Resources~~Human Resources regarding the possibility of overtime.~~–~~ No overtime will be paid pursuant to this provision without prior written approval from the City Administrator~~Human Resources~~.

Overtime pursuant to this section will be paid for hours worked in a secondary position only if the employee worked at least 40 hours at the primary position during the normal workweek.~~–~~ Sick and vacation leave, holidays, and compensatory time off count as time worked as per the Personnel Policy.

5.5 Payroll Deductions

Certain deductions from earnings, such as federal and state income taxes and social security taxes, are required by law.~~–~~ These deductions will be identified on the direct deposit vouchers.~~–~~ The amount of these required deductions may change since they are affected by changes in the amount earned, and in the case of income tax, ~~they are affected~~ by changes in the number of dependents claimed.~~–~~ Monies earned during a two (2)~~-~~week pay period ~~,~~ cannot be divided into two payroll checks.~~–~~ Employees should contact ~~Human Resources~~Human Resources with any specific questions.

5.6 Meal Periods and Breaks

When working under conditions where a break period is practicable, all hourly employees are entitled to two (2) ~~15-minute~~15-minute breaks with pay per eight (8)~~-~~hour shift at times designated by the supervisor.~~–~~ Most employees also receive a thirty (30)~~-~~minute unpaid meal period during each ~~eight-hour~~eight-hour work day.~~–~~ Employees working greater than four hours~~,~~ but less than eight hours are entitled to one (1) 20-minute break.

5.7 Overtime Compensation / Compensatory Time Off

Non-exempt, non-union employees will be paid overtime compensation for all hours worked in excess of forty (40) hours per work-week at a rate of one and one-half times the regular rate of pay. Paid holidays, vacation leave, compensatory time off, and sick leave are considered time worked for the purposes of calculating overtime hours.~~–~~ No employee will be permitted to work overtime without the prior approval of the applicable Department Head.

Overtime pay will not be paid for time not worked. Exempt employees, as defined by the Fair Labor Standards Act, are not entitled to overtime pay, except as described in S~~s~~ection 5.4~~.~~, pertaining to exempt employees who also work in a non-exempt position within the ~~City~~City.

Non-exempt, non-union employees will be allowed to take compensatory time off in lieu of receiving over time compensation.~~–~~ Compensatory time off is computed at a rate of one and one-

half times the hours worked in excess of the forty (40) ~~–~~hour work week.~~–~~ Accrued compensatory time off shall not exceed 120 hours at any time.~~–~~ Once an employee has accrued 120 hours of compensatory time off, compensation for additional hours worked must be paid in cash~~,~~ rather than accrued as compensatory time off.

The ~~City~~City reserves the right to payout any compensatory time off hours in excess of 80 hours, as it deems necessary.

The ~~City~~City allows employees to cash out up to a maximum 40 hours of compensatory time off annually~~,~~; to be paid out up to twice annually: ~~,~~January 1 through January 15, and November 1 through November 15 of each year, ~~to~~ totaling a maximum payout of 40 hours of compensatory time off. Note: upon terminating employment with the ~~City~~City, all compensatory time off will be paid out at 100% of the accrued balance.

For the purposes of calculating overtime, an employee using paid holidays, vacation leave, sick leave, or compensatory time off is considered to be working.

Accrued compensatory time off may be used with prior approval from the employee's Department Head or the Department Head's designee.~~–~~ Upon an employee's separation from the ~~City~~City, ~~there will be a pay-out of~~ accrued and unused compensatory time off will be paid out at the then-current hourly rate of pay.

For the purposes of computing overtime compensation and compensatory time, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

5.8 Severance Pay

Severance pay, based on eligible unused Earned Sick and Safe Time (ESST) ~~sick leave,~~ is available to employees who have at least five (5) years of ~~continuous~~ regular service with the ~~City~~City and resign "in good standing"~~."~~. ~~If ,~~the employee is terminated because of malfeasance in office, gross misconduct, conviction of a felony, or conviction for an illegal act involving personal gain to the employee, the~~n~~ employer shall have no obligation to pay the aforementioned severance pay. ~~Employees who are discharged are not "in good standing" and may not receive severance pay pursuant to this policy~~

Eligible ESST includes combined total of both traditional sick leave and earned sick and safe time, based on the percentages shown below:~~.~~

Years of Regular Employment	Percentage of Unused Accumulated Sick Leave Payable	Additional 10% With 3-Month Notice of Resignation
5 years	33%	43%
10 years	45%	55%
15 years	50%	60%

~~Eligible severance pay will applied per the applicable PEHCSP agreement, as provided in Policy 4.8.~~

~~Qualifying employees who resign "in good standing" shall receive a lump sum payment upon termination of employment with the city~~City of Ramsey based on thirty-three (33) percent of ~~employee's unused, accumulated sick leave after five (5) years of continuous employment. After fifteen (15) years of continuous employment, the employee will instead receive thirty-five (35) percent of said employee's unused, accumulated sick leave. After twenty (20) years of continuous employment, the employee will instead receive thirty-seven (37) percent of unused accumulated sick leave. After twenty-five (25) years of continuous employment, the employee will instead receive forty (40) percent of said employee's unused, accumulated sick leave.~~ Eligible severance pay will be ~~applied~~ processed per the applicable PEHCSP agreement. ~~as provided in Policy 4.8.~~

~~Replace above with . . .~~

~~Qualifying employees who resign "in good standing" shall receive a lump sum payment upon termination of employment with the City of Ramsey based on thirty-three (33) percent of employee's unused, accumulated sick leave after five (5) years of continuous employment. After ten (10) years of continuous employment, the employee will instead receive thirty-five (45) percent of said employee's unused, accumulated sick leave. After fifteen (15) years of continuous employment, the employee will instead receive fifty (50) percent of unused accumulated sick leave. Eligible severance pay will be applied per the applicable PEHCSP agreement as provided in Policy 4.8.~~

After five (5) years of regular employment, EMPLOYEES who submit a letter of resignation at least three (3) months (90 calendar days) in advance of their last day worked, shall receive an additional ten percent (10%) added to the applicable years of service tier, to be deposited into the employee's; Health Care Savings Plan

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Receipt of severance pay terminates all seniority rights and ends all ~~city~~City of Ramsey liability with regard to other benefits, except as otherwise provided by law and any applicable collective bargaining agreement.

SECTION 6 LEAVE

6.1 Vacation Leave

The ~~city~~City of Ramsey provides eligible employee~~s~~ vacation benefits to promote rest and relaxation away from work.~~–~~ Requests for scheduled vacation should be made to the Supervisor/Department Head by January 31 of each year.~~–~~ When considering whether to grant conflicting vacation requests submitted during January of each year, seniority by department will prevail; thereafter, vacation leave shall be initiated on forms submitted to the Department Head or the Department Head's designee at least two weeks prior to the requested vacation time off. Exceptions to this policy are granted on a ~~very~~ limited basis.~~–~~ To assure efficient functioning of the ~~City~~City, it is necessary to limit the number of employees on vacation at the same time.

An employee's banked vacation leave must be within two times the yearly accrual by December 31~~st~~, unless approved by the ~~City~~City Administrator.~~–~~ Once an employee has banked the maximum amount of vacation hours allowed, all additional hours accrued are forfeited.~~–~~ Employees are responsible for monitoring their own balances. Additional pay in lieu of vacation is not permitted.

For the purposes of accumulating additional vacation leave, an employee using earned vacation leave, sick leave, compensatory time off, or paid holidays is considered to be working.

At the discretion of the Department Head or the Department Heads designee, an employee may use accrued vacation leave during the probationary period.~~–~~ Vacation leave may be taken no sooner than the next pay period after it is earned. Vacation hours may not be used to extend an employee's actual termination date.

An employee who separates from the ~~City~~City "in good standing" after one-year of ~~,~~ ~~shall~~employment shall be compensated for vacation accrued and unused through the last date of employment. If applicable ~~,~~ the compensation will be submitted to the non-union post-employment healthcare savings plan.~~–~~ ~~Separation/vacation payouts can only available to employees be taken after one year of service.~~

New employees will begin employment with a vacation balance of ~~zero~~ five days, followed by vacation accruals based on one of the following vacation accrual schedules.~~–~~ However, at the discretion of ~~City~~City Administrator, a one-time vacation credit may be negotiated ~~and~~ in order to:

- ~~a.~~ Mitigate recruiting obstacles.
- ~~b.~~ Hire a person with superior qualifications.
- ~~c.~~ Give credit for prior service.

The bi-weekly accrual rate will not be accelerated due to any upfront vacation credits.

V*ACATION ACCURAL SCHDULES*:

Department Head Vacation Accrual Schedule		
~~Effective Date~~Years of Service (YOS)	Bi-weekly Accrual Rate	Vacation Days/Year
First Year~~Start date~~	Advanced 5 of 15 days 3.08 hours/pay period~~4.62 hours/pay period~~	15 days~~15 days~~
2nd through 5th YOS~~6th Anniversary~~	4.62 hours/pay period~~5.54 hours/pay period~~	15 days~~18 days~~
6th YOS~~7th Anniversary~~	5.54 hours/pay period~~6.15 hours/pay period~~	18 days~~20 days~~
7th YOS~~12th Anniversary~~	6.15 hours/pay period~~6.46 hours/pay period~~	20 days~~21 days~~
12th YOS~~16th Anniversary~~	6.46 hours/pay period~~6.77 hours/pay period~~	21 days~~22 days~~
16th YOS~~17th Anniversary~~	6.77 hours/pay period~~7.08 hours/pay period~~	22 days~~23 days~~
17th YOS~~18th Anniversary~~	7.08 hours/pay period~~7.38 hours/pay period~~	23 days~~24 days~~

Full-Time, Exempt /Management Vacation Accrual Schedule		
~~Effective Date~~Years of Service (YOS)	Bi-weekly Accrual Rate	Vacation Days/Year
First Year~~Start date~~	Advanced 5 of 15 days 3.08 hours/pay period~~4.62 hours/pay period~~	15 days~~15 days~~
2nd through 5th YOS~~6th Anniversary~~	4.62 hours/pay period~~5.54 hours/pay period~~	15 days~~18 days~~
6th YOS~~8th Anniversary~~	5.54 hours/pay period~~5.85 hours/pay period~~	18 days~~19 days~~
8th YOS~~10th Anniversary~~	5.85 hours/pay period~~6.15 hours/pay period~~	19 days~~20 days~~
10th YOS~~12th Anniversary~~	6.15 hours/pay period~~6.46 hours/pay period~~	20 days~~21 days~~
12th YOS~~16th Anniversary~~	6.46 hours/pay period~~6.77 hours/pay period~~	21 days~~22 days~~
16th YOS~~17th Anniversary~~	6.77 hours/pay period~~7.08 hours/pay period~~	22 days~~23 days~~
17th YOS~~18th Anniversary~~	7.08 hours/pay period~~7.38 hours/pay period~~	23 days~~24 days~~

18th YOS~~19th Anniversary~~	7.38 hours/pay period~~7.69 hours/pay period~~	24 days~~25 days~~
19th YOS	7.69 hours/pay period	25 days

Full-Time, Non-Union Vacation Accrual Schedule		
~~Effective Date~~Years of Service (YOS)	**Bi-weekly Accrual Rate**	**Vacation Days/Year**
First Year~~Start date~~	Advanced 5 of 10 days 1.54 hours/pay period~~3.08 hours/pay period~~	10 days~~10 days~~
2nd through 5th YOS~~6th Anniversary~~	3.08 hours/pay period~~4.62 hours/pay period~~	10 days~~15 days~~
6th through 10th YOS~~12th Anniversary~~	4.62 hours/pay period~~6.15 hours/pay period~~	15 days~~20 days~~
11th through 15th YOS~~16th Anniversary~~	6.15 hours/pay period~~6.46 hours/pay period~~	20 days~~21 days~~
16th YOS~~17th Anniversary~~	6.46 hours/pay period~~6.77 hours/pay period~~	21 days~~22 days~~
17th YOS~~18th Anniversary~~	6.77 hours/pay period~~7.08 hours/pay period~~	22 days~~23 days~~

18th YOS~~19th Anniversary~~	7.08 hours/pay period~~7.38 hours/pay period~~	23 days~~24 days~~
19th YOS ~~20th Anniversary~~	7.38 hours/pay period~~7.69 hours/pay period~~	24 days~~25 days~~
20th YOS	7.69 hours/pay period	25 days

Regular part-time employees are eligible to earn vacation leave in proportion to that earned by regular full-time employees based on the number of hours worked. Vacation leave will count toward total budgeted work hours for the year.

~~Regular part-time employees are eligible to earn vacation leave in proportion to that earned by regular full-time employees based on the number of hours worked. Vacation leave will count toward total budgeted work hours for the year.~~

6.2 ~~Traditional Sick Leave and~~ Earned Sick and Safe Time (ESST)

~~Traditional sick leave shall include and may be authorized when the employee is unable to perform work duties due to illness, disability, the necessity for medical, dental, or chiropractic care, childbirth, or exposure to contagious disease that may where such exposure may endanger the health of others with whom the employee would come into contact while in the course of performing work duties. Traditional sick leave may also be authorized , when the employee's presence is necessary, for actual illness, injury, legal quarantine, or medical treatment for serious illness in the employee's immediate family. For the purpose of this policy, "iImmediate family", is for the purposes of this policy, shall be defined as employee's spouse, parent, step-parent, children, step-children, brother, sister, grandparents, grandchildren, or a similar family member like member of the employee's spouse's family.~~

~~Traditional sick may only be used for the reasonsas listed above and does not include the expanded ESST uses and expanded ESST family members covered by as it may differ from ESST. EmployeesIt may find it beneficial to benefit employees to first draw upon the traditional sick leave accruals first, provided so long as the reason for using sick leave meets the traditional sick leave criteria, and save their ESST time for situations that require the expanded uses allowed under ESST.~~

~~To be eligible for traditional sick leave with pay, an employee mustshall:~~

- ~~(1) Rreport as soon as possible to the EMPLOYEE'S employee's Ddepartment Hhead the need for sick leave and whether the sick leave is for the employee, theiremployee's child, adult child, spouse, sibling, parent, grandparent, or stepparent.;~~
- ~~(2) Kkeep the employee's Ddepartment Hhead informed of the need for continued sick leave if the absence is of more than three (3) days duration.;~~
- ~~(3) Ssubmit a medical certificate for any absence if required by the CityCity Administrator.;~~
- ~~(4) Pprovide the employer with sufficient information needed in order to comply with the Family and Medical Leave Act.~~

~~Eligible uses of earned sick and safe time include:~~

- ~~The employee's own mental or physical illness, treatment, or preventive care.~~
- ~~A family member's mental or physical illness, treatment, or preventive care.~~
- ~~Absence due to domestic abuse, sexual assault, or stalking of the employee or a family member.~~
- ~~Closure of the employee's workplace due to weather or a public emergency, or closure of a family member's school or care facility for the same reasons.~~
- ~~A determination by a health authority or healthcare professional that the employee or a family member is at risk of infecting others with a communicable disease.~~

~~Eligible family members for earned sick and safe time include:~~

- The employee's child, including foster child, adult child, legal ward, a child for whom the employee is the legal guardian, or a child to whom the employee stands (or stood) in loco parentis.
- The employee's spouse or registered domestic partner.
- The employee's sibling, stepsibling, or foster sibling.
- The employee's biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child.
- The employee's grandchild, foster grandchild, or step-grandchild.
- The employee's grandparent or step-grandparent.
- A child of the employee's sibling.
- A sibling of the employee's parents.
- A child-in-law or sibling-in-law.
- Any of the family members listed above (1-9) of the employee's spouse or registered domestic partner.
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.
- Up to one individual annually designated by the employee.

Earned sick and safe time (ESST) eligible uses shall include: 1. the employees mental or physical illness, treatment or preventive care; 2. a family member's mental or physical illness, treatment or preventive care; 3. absence due to domestic abuse, sexual assault or stalking of the employee or a family member; 4. closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and 5. when determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.

Earned sick and safe time eligible family members shall include:1. Employee's child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent); 2. their spouse or registered domestic partner; 3. their sibling, stepsibling or foster sibling; 4. their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child; 5. their grandchild, foster grandchild or step-grandchild; 6. their grandparent or step-grandparent; 7. a child of a sibling of the employee; 8. a sibling of the parents of the employee; 9. a child-in-law or sibling-in-law; 10. any of the family members (1 through 9 above) of an employee's spouse or registered domestic partner; 11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and 12. up to one individual annually designated by the employee.

To be eligible for earned sick and safe time (ESST), an employee shall provide notice of ESST use and documentation as follows:

- If the need for use of ESST is foreseeable, the employer requires employees to provide seven (7) days' notice.
- If the need for use of ESST is not foreseeable, employees must provide notice as soon as practicable.

Employees must inform their supervisors of their shall provide notice of the intent to use ESST to their supervisors via the supervisor's stated expectations, which may include such as, notifying a supervisor by via email, telephone, or text message.

If an employee uses ESST for more than three (3) consecutive days, the employer may require employees to provide reasonable documentation demonstrating the ESST use is covered by one of thefor a qualifying reason. Examples of acceptable documentation includes, such as:

- Aa signed statement by a health care professional
- Aa court record
- Aa signed document from a victim services organization
- Aa written statement from the employee indicating the employee is using or used ESST for a qualifying purpose

The Employer will not require an employee to disclose details related to domestic abuse, sexual assault, , or stalking, or the details of the employee's or the employee's family member's medical condition.

ESST shall be administered per Minnesota Law, §§181.9445–181.9448, using by means of the Accrual and Carryover method.

Using or claiming traditional sick leave or ESST for a purpose not authorized by this policy may be cause forresult in disciplinary action.

Effective January 1, 2025, all accrued traditional sick time and accumulated ESST leave shall be designated as Earned Sick and Safe Time (ESST), under Minnesota Statutes §§ 181.9445-181.9448, as amended and shall be administered in accordance with the ESST statutes, subject to one exception listed below.

Every probationary, regular, and part-time employee is entitled to ESST leave with pay. For full-time employee's ESST time shall accrue at the rate of eight (8) hours for each calendar month of full-time service or major fraction thereof. Part-time employees shall accrue ESST leave on a pro-rata basis, but no less than one (1) hour for every thirty (30) hours worked. ESST leave may be accumulated to a maximum of 960 hours and may be granted in units of not less than 15 minutes. Unused ESST leave in excess of 960 hours at the end of a calendar year (January 1st) shall be converted to the post-employment healthcare savings plan at a rate of one hour for each two hours of ESST leave in excess of 960 hours.

ESST leave may be granted by the employee's Department Head when the employee has communicated the request to the supervisor, and is unable to perform work duties due to reasons listed under Minnesota Statute §§ 181.9447, as amended.

To be eligible for ESST leave with pay, an employee shall:

1) report as soon as possible to the employee's immediate supervisor the need to utilize ESST leave; and

2) keep the employee's immediate supervisor informed of such employee's ability to return to work.

Using or claiming ESST leave for a purpose not authorized Minnesota Statute §§ 181.9447, as amended shall be cause for disciplinary action.

For the purpose of accumulating additional ESST leave, an employee using earned vacation leave, ESST, compensatory time off or paid holidays is considered to be working.

Upon employee's termination of employment with the employer, thirty-three percent (33%) of the employee's unused ESST balance shall be deposited into the employee's Health Care Savings Plan after five (5) years of regular employment. Severance pay shall not be available in any sum to an employee if that employee is discharged for just cause; severance pay shall not be paid if an employee voluntarily terminates his or her employment prior to five (5) years of regular employment service; or the employee voluntarily terminates his or her employment without giving the employee fourteen (14) days written notice. After ten (10) years of regular employment service, the employee will receive forty-five percent (45%) of said employee unused, accumulated ESST leave. After fifteen (15) years of regular employment service, the employee will receive fifty percent (50%) of unused, accumulated ESST leave.

After five (5) years of regular employment, employee who submit a letter of resignation at least three (3) months (90 calendar days) in advance of their last day worked, shall receive an additional ten percent (10%) added to the applicable years of service tier.

Employee's are allowed funeral leave up to 24 hours twice annually per occurrence (a maximum of 48 hours annually) for a death in the immediate family. Immediate family for this section is defined as spouse, parent, step-parent, children, step-children, brother, sister, grandparents, grandchildren or a like member of Employee's spouse's family.

That time is not chargeable against any accrued vacation, sick or compensatory time. Hours must be taken within five (5) calendar days from start to finish per occurrence.

Additional funeral leave, in order to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member may be taken from employees earned sick and safe time accrual as available and as defined under Minnesota Statute §§ 181.9445, as amended. This leave shall be deducted from employees the earned sick and safe accrual.

If the need for funeral leave does not meet either the employer's funeral leave policy or state statute for earned sick and safe time, employees may request vacation or compensatory time off as the employee may choose and have available.

All references to the post-employment healthcare savings plan are contingent upon the plan design in place at the time of disbursement.

~~**Sick Leave Accrual, Conversion, and Carryover**~~

~~Every probationary and regular employee is entitled to accrue a combined total of traditional sick leave and earned sick and safe time (ESST) with pay at a rate of eight (8) hours for each calendar~~

~~month of full-time service, or major fraction thereof. The employer may calculate sick leave on an hourly basis equivalent to 96 hours per 2,080 hours of compensated time, excluding overtime.~~

~~Combined unused traditional sick leave and unused ESST exceeding 960 hours at the end of a calendar year (January 1) shall be converted to vacation time at a rate of one hour vacation for each two hours of sick leave in excess of 960 hours. Employees enrolled in the non-union post-employment healthcare savings plan under section 4.8 of this policy shall contribute all unused sick leave hours exceeding 960, at a rate of one hour for every two hours of excess sick leave, to the post-employment healthcare savings plan.~~

~~ESST shall be a subset of traditional sick time and shall be accrued at a rate of one hour of paid leave for every 30 hours worked, to a maximum of 48 hours per year. The remaining accrual, shall be applied to the traditional sick leave bank.~~

~~Employees are eligible for carry over of accrued unused ESST into the following year, but the total of ESST carry over hours shall not exceed 80 hours.~~

~~For the purpose of accumulating additional traditional sick leave and ESST, an employee using earned vacation leave, paid holidays, compensatory time or sick leave is considered to be working.~~

~~Regular part-time employees are entitled to combined traditional sick leave and ESST, calculated by converting their part-time employment to an equivalent adjusted full-time service basis.~~

6.3 Holidays

The ~~city~~City of Ramsey recognizes thirteen (13) holidays for non-union employees.~~–~~ Regular employees are eligible for holiday pay, provided they work the day preceding ~~,~~ and the day following ~~,~~ the holiday~~,~~ (unless the day~~(s)~~ off were previously approved by the supervisor). Regular employees ~~who are~~ scheduled to work the holiday will ~~be given~~receive another day off with pay.

Paid holidays include:

1.	New Year's Day	January 1st
2.	Martin L King Day	3rd Monday in January
3.	President's Day	3rd Monday in February
4.	Memorial Day	Last Monday in May
5.	Juneteenth	June 19th
6.	Independence Day	July 4th
7.	Labor Day	1st Monday in September
8.	Veteran's Day	November 11th
9.	Thanksgiving Day	4th Thursday in November
10.	Friday after Thanksgiving Day	(Non-union, AFSCME and LELS Captains only)
11.	Christmas Eve	December 24th
12.	Christmas Day	December 25th
13.	*Eight Hour Floating Holiday	To be used Jan. 1 to Dec. 31

All employees in full-time regular positions are entitled to time off with full pay on designated holidays. ~~–~~ The ~~City~~City shall be closed for business on ~~each such~~these holidays, though~~but~~ employees may be required to work due to ~~on paid holidays when~~ the nature of their duties or other conditions ~~requires them to do so~~.

Regular part-time employees are eligible for ~~to earn~~ paid holidays in proportion of what ~~to that earned by regular~~ full-time employees earn, based on the ~~number of~~ hours worked during ~~any given~~the pay period in which the holiday occurs ~~is paid~~. If a holiday falls on a non-scheduled workday for a part-time employee, the employee must take the paid holiday within the same period. ~~based on work hours budgeted on January 1. Paid holidays will count toward total budgeted work hours for the year.~~

~~If an approved holiday falls on a day a part-time employee is not scheduled to work, the employee must take the paid holiday leave during the same pay period in which the holiday occurred.~~

Employees may be required to work on paid holidays when the nature of their duties or other conditions. N~~require them to do so. A n~~on-exempt, non-union employees required to work on a holiday shall receive their full pay for the holiday, as well as a minimum of ~~two 2~~ hours pay at a rate of 1.5 ~~1/2~~ times the employee's base hourly pay rate for the time worked on such holiday. ~~–~~ All holidays specified will be paid in dollars or as earned compensatory time off.

Duty Crew Firefighters assigned to the Duty Crew schedule on a holiday shall be paid at time and a half for holiday hours worked.

When New Year's Day, Juneteenth, Independence Day, Veteran~~'~~s Day, or Christmas Day falls on a Sunday, the following Monday is ~~considered the paid holiday~~ observed as the holiday. I~~and i~~f ~~any such~~these days fall ~~s~~ on a Saturday, the preceding Friday ~~is considered~~will be observed as the paid holiday. ~~–~~ When Christmas Eve falls on Sunday, the preceding Friday ~~is considered the paid holiday~~is observed as the holiday.

Each holiday commences at the beginning of the first shift on the holiday date ~~day on which the holiday occurs~~ and continues for 24 hours ~~thereafter~~. ~~–~~ Eligible employees shall receive pay at ~~for official holidays at~~ their normal rate ~~of pay~~ if they are at work or on paid leave the ~~a leave of absence with pay the~~ last regular shift before and the first ~~to which they would have been assigned prior to the holiday and the first regular~~ shift after~~to which they would have been assigned following~~ the holiday.

New employees hired after December 1st are not eligible for the floating holiday in t~~during t~~he ~~calendar~~ year ~~in which~~ they were hired. ~~–~~ Floating holidays may not carry over to the next calendar year. If an employee separates from the City without using their ~~be carried over.~~

~~Upon separation from the City~~City, ~~if an employee has not used their~~ Floating Holiday, it will be forfeited.

~~6.4 Family and Medical Leave~~

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6.4 Family and Medical Leave

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Eligibility

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To qualify ~~to take~~for FMLA leave under this policy, an employee must meet all the following conditions:

- The employee must h~~H~~ave worked for the ~~City~~City for at least 12 months (or 52 weeks) prior to the start date of the leave ~~is to commence~~. The 12 months or 52 weeks do not need to be ~~not have been~~ consecutive; however, the ~~City~~City will not count~~consider~~ any service occurring more than seven~~7~~ years before the ~~prior to the~~ employee's most recent hire date, unless the break was due to National Guard or Reserves military service obligation.
- The employee must h~~H~~ave worked at least 1,250 hours during the 12-month period prior to the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act ("FLSA") determine the number of hours worked by an employee.

Types of Leave Covered by FMLA ~~YPES OF LEAVE COVERED BY FMLA~~

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E~~Leave will be granted to all e~~ligible employees may take leave for any of the following reasons:

- The birth of a child~~,~~ (including prenatal care)~~,~~ or for the placement of a child with the employee for adoption or foster care.~~:~~
- To care for a spouse, child, or parent who has a serious health condition.~~:~~
- Due to a serious health condition that makes the employee unable to perform the essential functions of the position.~~:~~
- A covered military member's active duty or call to duty or to care for a covered military member under ~~(~~Military Caregiver and Qualified Exigency Leave~~)~~ (described below).

DEFINITIONS ~~EFINITIONS~~

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- **"Spouse"** does not include domestic partners or common-law spouses.
- **"Caring for"** a covered family member includes psychological ~~as well as~~and physical care. It also includes acquiring care and sharing care duties. An eligible **"child,"** with some exceptions, is under 18 years of age.
- An eligible **"parent"** includes a biological parent or a person who stood in the place of a parent.
- **"Serious Health Condition"** means an illness, injury, impairment, ~~or~~ physical, ~~-~~or mental condition that involves one of the following:
  - **Hospital Care**: Any period of incapa~~city~~city or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility.~~:~~

- **Pregnancy**: Any period of incapa~~city~~city due to pregnancy, prenatal medical care or childbirth.~~;~~
- **Absence Plus Treatment:** A period of incapa~~city~~city of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider.
- **Chronic Conditions Requiring Treatments**: An incapa~~city~~city from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapa~~city~~city.~~:~~
- **Permanent/Long-Term Conditions Requiring Supervision**
- **Multiple Treatments:** Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.

Length and Amount of Leave ~~ENGTH AND AMOUNT OF LEAVE~~

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The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The leave year is calculated ~~based~~ on a rolling backward basis.

How Leave May be Taken ~~OW LEAVE MAY BE TAKEN~~

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FMLA leave may be taken for twelve (12) ~~(or less)~~ consecutive weeks, may be used intermittently (a day periodically when needed), or may be used to reduce the workweek or workday, resulting in a reduced~~-~~hour schedule. In all cases, the leave may not exceed a total of twelve (12) workweeks.

Intermittent leave may be taken when medically necessary for the employee's serious health condition or to care for a seriously ill family member. Intermittent leave must be documented in the medical certification form as medically necessary.

If an employee is taking intermittent leave or leave on a reduced schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as to not disrupt the ~~City~~City's business.

In instances when intermittent or reduced~~-~~schedule leave for the employee or employee's family member is foreseeable or is for planned medical treatment, including recovery from a serious health condition, the ~~City~~City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits, if the alternative position would better accommodate the intermittent or reduced schedule.

Intermittent/reduced~~-~~scheduled leave may be taken to care for a newborn or newly placed adopted or foster care child, only with the ~~City~~City's approval.

Procedure for Requesting Leave and Notice~~ROCEDURE FOR REQUESTING LEAVE AND NOTICE~~

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All employees requesting FMLA leave must provide written or verbal notice of the need for leave to ~~Human Resources~~Human Resources. If the need for leave is foreseeable, the employee must give notice to their supervisor at least thirty (30) days prior to the date on which leave is to begin. If thirty (30) days' notice cannot be given, the employee is required to provide as much notice as

practicable, including following required call-in procedures. Additionally, the City requires employees on FMLA leave to periodically report their status and intent to return to work.~~All employees requesting FMLA leave must provide written or verbal notice of the need for the leave to~~ Human Resources~~.~~

~~When the need for the leave is foreseeable, the employee must give verbal or written notice to his/her supervisor at least thirty (30) days prior to the date on which leave is to begin.~~

~~If thirty (30) days' notice cannot be given, the employee is required to give as much notice as practicable, including following required call-in procedures.~~

~~.~~

~~The City~~City requires an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Certification and Documentation Requirements ~~ERTIFICATION AND DOCUMENTATION REQUIREMENTS~~

For leave due to an employee's serious health condition or that of an employee's family member, the ~~City~~City may require the completion of a Medical Certification form by the attending physician or practitioner. The form must be submitted by the employee to Human Resources within fifteen (15) calendar days after the leave is requested. If the form is not submitted in a timely fashion, the employee must provide a reasonable explanation for the delay. Failure to provide medical certification may result in a denial or delay of the leave.

When leave is due to an employee's own serious health condition, a fitness~~-~~for~~-~~duty certification (FFD) may be required before an employee can return to work. Failure to timely provide such certification may eliminate or delay an employee's right to reinstatement under the FMLA.

If an employee is using intermittent leave and reasonable safety concerns exist regarding the employee's ability to perform ~~his or her~~their duties, a FFD certificate may be required as frequently as every thirty (30) days during periods when the employee has used intermittent leave.

Recertification of leave may be required if the employee requests an extension of the original length approved by the ~~City~~City or if the circumstances regarding the leave have changed. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

Reinstatement~~EINSTATEMENT~~

Employees returning from Family and Medical Leave will be reinstated in the same position or a position equivalent in pay, benefits, and other terms and conditions of employment.

Group Health Insurance and Other Benefits, Concurrent Leave, and Substitution of Paid Leave~~ROUP HEALTH INSURANCE AND OTHER BENEFITS, CONCURRENT LEAVE AND SUBSTITUTION OF PAID LEAVE~~

An employee granted leave under this policy will continue to be covered under the ~~City~~City's group health and dental insurance plan under the same conditions and at the same level of ~~City~~City contribution as would have been provided had the employee been continuously employed during

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the leave period. The employee will be required to continue payment of the employee portion of group insurance coverage while on leave. Arrangements for payment of the employee's portion of premiums must be made by the employee with the ~~City~~City.

If there are changes in the ~~City~~City's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job.

Rights to additional continued benefits will depend on whether leave is paid or unpaid.
Any paid disability leave benefits (Short-~~-~~Term Disability or Long-~~-~~Term Disability), sick leave, or compensatory time off available to employees for a covered reason (an employee's serious health condition or a covered family member's serious health condition, including worker's compensation leave and Minnesota State Parenting Leave) will run concurrently with FMLA.

Minnesota Parenting Leave and all forms of paid time off (sick leave, disability leave, workers' comp leave, vacation, and compensatory time off) run concurrently with FMLA.

Minnesota Parental leave will run concurrently with any other applicable leave, such as FMLA, STD, paid parental leave, sick leave, or accrued vacation, and that paid leave cannot be utilized to extend FMLA or parental leave beyond twelve (12) weeks.

Failure to Return to Work After FMLA~~AILURE TO RETURN TO WORK AFTER FMLA~~

Under certain circumstances, if the employee does not return to work at the end of the FMLA leave for at least thirty (30) calendar days, the ~~City~~City may require the employee to repay the portion of the monthly cost paid by the ~~City~~City for group health plan benefits. The ~~City~~City may also require the employee to repay any amounts the ~~City~~City paid on the employee's behalf to maintain benefits other than group health plan benefits.

Activities Prohibited During FMLA ~~CTIVITIES PROHIBITED DURING FMLA~~

While on leave, an employee may not engage in activities (including employment) that~~which~~ have the same or similar requirements and essential functions of the ~~an~~ employee's current position.

While on leave, an employee may not engage in any activity that conflicts with the best interests of the ~~City~~City. Such conduct will result in disciplinary action, up to and including termination of employment.

S~~S~~**eniority** ~~**ENIORITY**~~

Unless required by a contract provision, seniority does not accrue during any period of unpaid FMLA, except as allowed when the leave is covered by worker's compensation. However, seniority accrued prior to commencement of FMLA leave will not be lost.

FMLA – QUALIFIED EXIGENCY AND MILTARY CAREGIVER LEAVE

Qualified Exigency:
Eligible employees (as described above) whose spouse, son, daughter, or parent ~~either~~ has been notified of an impending call or order to covered active military duty, or who is already on covered

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active duty, may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

The qualifying exigency must be one of the following: (1) short-notice deployment; (2) military events and activities; (3) childcare and school activities; (3) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) parental care; or (9) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Military Caregiver Leave:
An employee eligible for FMLA leave (as described above) who is the spouse, son, daughter, parent, or next of kin of a covered servicemember may take up to 26 weeks in a single 12-month period to care for that servicemember.

The family member must be a current member of the Armed Forces (including a member of the National Guard or Reserves), who has a serious injury or illness incurred in the line of duty on active duty for which ~~he or she~~they are ~~is~~ undergoing medical treatment, recuperation, ~~or~~ therapy, or otherwise is on outpatient status or on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, or members on the permanent disability retired list.

DEFINITIONS

- A **"son or daughter of a covered servicemember**" means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
- A "**parent of a covered servicemember**" means a covered servicemember's biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents "in law."
- The "**next of kin of a covered servicemember**" is the nearest blood relative, other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as ~~his or her~~their nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- **"Covered active duty"** means:
  - "Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
  - "Covered active duty" for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of Title 10 of the United States Code.
- **"Covered servicemember"** means:

- An Armed Forces member (including the National Guard or Reserves) undergoing medical treatment, recuperation, or therapy, or otherwise in outpatient status or on the temporary disability retired list, for a serious injury or illness"; or
- A veteran who is undergoing medical treatment, recuperation, or therapy , for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

- **"Serious injury or illness"** means:
  - In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
  - In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating.

Amount of Leave: Qualified Exigency ~~MOUNT OF LEAVE – QUALIFIED EXIGENCY~~

An eligible employee can take up to 12 weeks of leave for a qualified exigency.

Amount of Leave: Military Caregiver ~~MOUNT OF LEAVE – MILITARY CAREGIVER~~

An eligible employee taking military caregiver leave is entitled to 26 workweeks of leave during a "single 12-month period." The "single 12-month period" begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date.

Leave taken for any FMLA reason counts towards the 26-week entitlement. If an employee does not take all 26 workweeks of leave to care for a covered servicemember during this "single 12-month period," the remaining part of the 26 workweeks of leave entitlement to care for the covered servicemember is forfeited. 29 C.F.R. § 825.127(e)(1) (2017).

Certification of Qualifying Exigency for Military Family Leave ~~ERTIFICATION OF QUALIFYING EXIGENCY FOR MILITARY FAMILY LEAVE~~

The ~~City~~City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave ~~ERTIFICATION FOR SERIOUS INJURY OR ILLNESS OF COVERED SERVICEMEMBER FOR MILITARY FAMILY LEAVE~~

The ~~City~~City will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

All other provisions of the FMLA policy, including Use of Paid Leave, Employee Status and Benefits During Leave, Procedure for Requesting Leave, and Benefits During Leave and Reinstatement, are outlined above in the FMLA policy.

Questions should be directed to Human Resources.

~~*6.4 Family and Medical Leave*~~

~~*Eligible employees may be entitled to take unpaid leave pursuant to the Family and Medical Leave Act ("FMLA") for the purposes described in 29 U.S.C. § 2612 (as amended). All such leave, including the responsibilities of the City and its employees related to such leave, is subject to the conditions prescribed in the FMLA and the Department of Labor's regulations implementing the FMLA.*~~

~~*For additional information regarding FMLA leave, including the circumstances in which such leave may be taken, employees should consult the posted notices. In addition, as permitted by the FMLA, the City places the following restrictions on eligible employees' use of FMLA leave:*~~

~~*The City has designated a "rolling" 12 month period for purposes of determining employees' entitlement to FMLA leave. The "rolling" 12 month period begins on the date the employee uses "any" FMLA leave.*~~

~~*An eligible husband and wife couple employed by the City are permitted to take a combined total of 12 work weeks of FMLA leave in a single 12-month period if the FMLA leave is: (1) due to the birth of a son or daughter of the employees, (2) due the placement of a son or*~~

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~~***daughter with the employees for adoption or foster care, or (3) in order to care for a parent of the eligible employee.***~~

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~~6.~~6.5 Extended Medical Leave

When medically necessary~~,~~ and upon receipt of a medical certificate from an employee's treating physician, the ~~City~~City Administrator may, at their~~his or her~~ sole discretion, approve a request for an unpaid medical leave extension of up to three months due to the employee's serious medical condition or to care for a spouse, parent, or child who has suffered a serious medical condition.

Before using unpaid leave under this section, the employee must ~~use~~ exhaust all paid leave. ~~except a combined total of forty hours of accrued vacation leave, sick leave, holiday pay, and/or compensatory time off.~~

While on an extended medical leave, ~~City~~City benefits will administered through COBRA and will be offered at employees' cost. ~~Health and life insurance benefits will continue to be paid by the City for an employee who is on extended medical leave at the same level as if the employee were working. Employees who contribute toward their health care coverage must continue to make that contribution while on leave, either through payroll deduction (if using paid leave) or by personal check (if using unpaid leave). If the employee fails to return to work after taking extended medical leave, the City may recover the premiums paid by the City for group health and life insurance unless the serious health condition of the spouse, child, parent or employee continues or for other circumstances beyond the control of the employee.~~

Vacation, sick, and paid holiday leave will not be earned during a period of unpaid extended medical leave.~~–~~ Use of approved extended medical leave will ~~not~~ constitute a break in service for purposes of computing years of service.~~–~~ The ~~city~~City of Ramsey does not guarantee job restoration after a period of extended medical leave.

The ~~City~~City requires a medical certificate attesting to the employee's fitness for duty prior to the employee being allowed to return to work.~~–~~ The fitness for duty report must be based on the particular health condition(s) for which the leave was approved and must address whether the employee can perform the essential functions of the job.~~–~~ The ~~Human Resources Manager~~Administrative Services Director may consult with a physician or other expert to determine reasonable accommodations for any employee who is a "qualified disabled" employee under the Americans with Disabilities Act.~~–~~ If a fitness~~–~~for~~–~~duty certification is required, the ~~City~~City may deny reinstatement until it is provided.

6.6 Bone Marrow Donation Leave

State law provides for paid leaves of absence for~~to an~~ employee~~s~~ who works an average of at least 20 hours per week and with~~seeks~~ to undergo a medical procedure to donate bone marrow.~~–~~ The length of the leave shall not exceed 40 work hours~~,~~ unless otherwise agreed to by the ~~City~~City. Bone Marrow Leave is not chargeable against accrued vacation~~,~~ ~~or~~ sick leave~~,~~ or compensatory time off.~~–~~ The ~~City~~City may require certification from the treating physician regarding the purpose and ~~length~~ duration of the leave requested by the employee.

6.7 Temporary Light Duty

Consistent with public service needs, the ~~City~~City may assign light duty to employees who are temporarily unable to fully perform all work duties.~~–~~ The ~~City~~City reserves the sole right to determine, on a case-by-case basis, whether light duty will be assigned and, if assigned, what duties the employee will be expected to perform. The~~and the~~ duration of the assignment~~, which~~ cannot exceed four weeks without the ~~City~~City Administrator's approval. The ~~City~~City does not guarantee that any light duty will be available~~,~~ and is under no obligation to create a new position to accommodate any employee's inability to perform the essential functions of their job.~~–~~ Police Department and Fire Department employees are not eligible for light duty assignments~~,~~ unless approved by the Department Head and the Administrative Services Director.

The procedure for applying for a light duty assignment is~~will be~~ as follows:

- ~~—~~When an employee is unable to fully perform ~~provide full performance of~~ all assigned work duties, the employee may request light duty by submitting a written request to the Administrative Services Director.~~–~~ This~~e~~ request ~~shall~~ must be accompanied by the treating physician's medical certification indicating diagnosis, current treatment, and the extent and duration of any work restrictions.
-
- ~~—~~The ~~City~~City may require an independent evaluation conducted by a physician selected by the ~~City~~City to verify the diagnosis, current treatment, work restrictions, and expected length of disability.
-
- ~~Determinations~~ Decisions regarding light duty assignments will be made on a department-by-department, case-by-case basis.~~–~~ The Administrative Services Director, in consultation with the Department Head, will consider such factors as public service needs, ~~and~~ budgetary consideration, the need for work ~~which may~~that can be assigned as light duty, the employee's capability of performing the work, the number of employees un~~not~~ available for work due to injury or illness, and other relevant factors. ~~, as determined by the employee's Department Head and the Administrative Services Director~~ The ~~City~~City does not guarantee the availability of ~~that any~~ light duty ~~will be available,~~ and is under no obligation to create a new position to accommodate a~~n~~~~y~~ employee's inability to perform the essential functions of their job.
-
- The ~~City~~City will determine the ~~what job~~ duties the employee will perform during light duty.~~–~~ These ~~duties~~ may tasks from ~~include those currently assigned to~~ the employee's current job classification or any other duties the ~~City~~City ~~considers to be~~deems appropriate. The d~~D~~uration of light duty will be determined at the sole discretion of the ~~City~~City and will~~, but shall~~ not exceed four weeks without the ~~City~~City Administrator's approval. ~~-~~

If the treating physician requires a continuation of light duty beyond ~~the initial two weeks~~four weeks, the employee must submit updated documentation from the treating physician~~'s documentation~~ for review by the Administrative Services Director. Final approval or denial for an extension will be made~~'s review, followed~~ by the ~~City~~City Administrator.

~~r's approval or denial to in order to determine if the City can grant additional light duty or not.~~ The ~~City~~City reserves the~~, at its~~ sole ~~discretion, reserves the~~ right to terminate a light duty assignment at any time~~, based upon, but not limited to, the factors set forth in sub-item~~section ~~C above.~~

6.8 Military Leave~~—~~

State and federal laws ~~provide for and~~ regulate military leave for employees who are called to military service, whether in the Reserves or full-time service.~~–~~ Leave from employment to participate in military duty is addressed in federal law in the Uniformed Services Employment & Re~~-~~employment Rights Act (USERRA).~~–~~ Public employees in Minnesota engaged in military service have additional benefits under Minnesota ~~s~~Statutes.~~–~~ Every ~~city~~City ~~of Ramsey~~ employee, whether in the Reserves or full-time service, will be afforded the benefits wo which they are entitled to~~ them~~ under federal and state law.~~—~~ Employees should contact ~~Human Resources~~Human Resources for additional details.

6.9 ~~Parenting Leave~~ Pregnancy and Parenting Leave

All employees are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees may take leave for prenatal care ~~,~~ or incapa~~city~~city due to pregnancy, childbirth, or related health conditions. Additionally, ~~as well as a~~ biological or adoptive parents may take leave in conjunction with~~ after~~ the birth or adoption of a child. E~~ as e~~ligible employees are entitled to~~ for~~ up to 12 weeks of unpaid leave, which~~ and~~ must begin within ~~twelve~~12 months of the birth or adoption of the child. If ~~In the case where~~ the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

Employees should provide reasonable notice, which is at least 30 days. If the leave must be taken in less than 30~~three~~ days, the employee should provide~~give~~ as much notice as practicable.

Employees are required to use accrued leave (i.e., sick leave, vacation leave~~, etc.~~) during Parenting Leave. If the employee has any FMLA eligibility remaining at the time this leave ~~commences~~begins, the~~is~~ leave will also count as FMLA leave, and the~~. The~~ two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay they ~~employee was~~ received before~~ing~~ ~~prior to~~ commencing ~~cement of~~ the leave.

Group insurance coverage will remain available while the employee is on leave ~~pursuant~~under ~~to~~ the Pregnancy and Parenting Leave Act; however, ~~, but~~ the employee will be responsible for the

entirefull premium unless otherwise provided in this policy (i.e., if thewhere leave is also qualifies under FMLA qualifying).
For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absenceperiod.

Parenting Leave, as provided for in Minnesota Statutes, grants qualifying employees unpaid leave of up to twelve (12) weeks for: (1) a biological or adoptive parent in conjunction with the birth or adoption of a child; or (2) a female employee for prenatal care, or incapacity due to pregnancy, childbirth, or a related health condition. Parental Leave is considered to be taken simultaneously with FMLA leave. If leave is taken due to the birth or adoption of a child, the leave must begin within twelve (12) months of the birth or adoption, unless the child remains in the hospital after the mother has been discharged, in which case the leave must begin within twelve (12) months after the child leaves the hospital.

6.10 School Conference and Activities Leave

Any employeeEmployees may take up to 16 hours of unpaid leave for up to a total of sixteen hours during any 12-month period to attend school conferences or classroom activities related to theire employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. IfWhen the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave to avoid so as not to disrupt unduly disrupting City the operations of the cityCity. Employees may choose to use vacation leave hours for this absence but are not required to do so.

Any qualifying employee may take leave of up to 16 hours during any rolling 12-month period to attend school-related activities related to the employee's child attending school, provided the school-related activities cannot be scheduled during non-work hours.

When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the employer. Employees may use accrued vacation leave or compensatory time off concurrently with leave granted pursuant to this section. Or…take the time unpaid….

6.11 Jury Duty or Witness Duty

Any employee who is required to serve as a juror or subpoenaed who is under subpoena as a witness in court for job-related purposes will, shall be granted a leave of absence with pay while serving in such a capacitycity. However, An employees cannot receive more than their employee's normal take-home pay when employer-paid leave supplements as a result of any employer pay supplemented to jJury dDuty pay. Jury duty pay, excluding transportation

reimbursements, must be remitted to the ~~City~~City within 30 days of ~~after~~ receipt ~~of payment~~ from the judicial agency.

If ~~When~~ employees are excused from jury duty or serving as a witness during their regular working hours, ~~they~~ employees are expected to return to work if practicable.

A copy of the summons shall be forwarded to ~~Human Resources~~Human Resources.

6.12 Funeral Leave

Employees may take ~~are allowed funeral leave~~ up to 24 hours of funeral leave ~~twice annually~~ per occurrence, up to twice annually (a maximum of 48 hours ~~during any~~per calendar year), for the~~a~~ death of an~~in the~~ immediate family member.~~–~~ Funeral leave is not chargeable against any accrued vacation leave, sick leave, or compensatory time off.~~–~~ All funeral leave for a particular occurrence must be taken within five (5) calendar days from start to finish.

Additional funeral leave may be taken with prior supervisor approval ~~from the employee's supervisor~~.~~–~~ Such additional leave will be deducted from the employee' sick leave (up to three ~~(3)~~ consecutive days), vacation leave, or compensatory time off, depending on ~~as~~ the employee's choice and availability. ~~may choose and have available.~~

~~Immediate family.~~ ~~F~~for the purposes of this section, immediate family includes ~~shall be defined~~ as spouse, parent, stepparent, child~~ren~~, step-child~~ren~~, brother, sister, grandparent~~s~~, grandchild~~ren~~, an individual~~ls~~ where the employee is a legal guardian~~-~~, ~~-~~or a similar ~~like~~ member of employee's spouse's family.

SECTION 7 CONDUCT

7.1 Code of Conduct

Policy of Statement olicy Statement

It is the policy of the cityCity of Ramsey to maintain a respectful work environment free from violence, discrimination, and offensive or degrading remarks or conduct. Preserving a respectful environment in which to work is the shared responsibility of both management and employees. Inappropriate conduct or communication can interfere with an individual's employment or use of public services, or create an intimidating, hostile, or offensive work environment. Any employee found to have acted in violation of this policy shall be subject to appropriate disciplinary action, which may include dismissal from employment.

Scope cope

This policy governs the conduct of all CityCity personnel, including : elected officials; union, non-union, supervisory, non-supervisory, managerial, full-time, part-time and temporary employees; and members of CityCity boards and commissions.

DEFINITIONS OF PROHIBITED BEHAVIORS efinitions of Prohibited Behaviors

- **Violent behavior** includes the use or threat of physical force or intimidation to cause pain, fear, or harm or hurt.
-
- **Discriminatory behavior** includes inappropriate remarks about or conduct related to an employee's race, color, creed, religion, national origin, disability, sex, marital status, familial status, age, sexual orientation, membership or activity in a local human rights commission, status with regard to public assistance, or other characteristics protected by sState or federal anti-discrimination law.
-
- **Offensive behavior** may include, but is not limited to, such work-related actions as rudeness, exclusionary behavior, creating or displaying graphics depicting co-workers or customers inappropriately, angry outbursts, inappropriate joking, vulgar obscenities, name-calling, disrespectful language, or the intentional filing of an unfounded complaint under this policy.

POLICIESolicies

1) 1. Expected Conduct of CityCity Employees in General

Employees of the CityCity shall conduct themselves at all times, while on duty or on City the employer's premises, in such a manner thatas to reflects most favorably on the CityCity. Conduct unbecoming a CityCity employee shall includes violent behavior, discriminatory behavior, offensive behavior, harassment, and any conduct that discredits

~~tends to bring~~ the ~~City~~City, ~~into disrepute or~~ reflects negatively on it~~the City~~~~City~~, or ~~that which has an~~ adverse~~ly~~ impact~~s on~~ the functioning of ~~one or more City~~City employees, ~~or~~ departments, or the organization ~~City~~~~City~~ as a whole.

~~2.~~

~~3. 2)~~ **Conduct in Dealing with the Public**

~~4.~~2.

While representing the ~~City~~City, employees shall be courteous to all members of the public. ~~They~~ Employees shall be tactful in the performance of their duties, ~~control their tempers and~~ exercise patience, and control their tempers. ~~and professional judgment.~~ ~~They~~ ~~Employees shall~~They must not engage in argumentative discussions or ~~behavior~~ prohibited behavior, ~~by this policy,~~ even if provoked. Course, ~~They~~ ~~Employees shall not use coarse,~~ violent, profane, or disrespectful language or gestures. ~~, and shall not exp~~As~~ress~~ well as ~~any~~ prejudicial expressions for any unlawful reason or e~~ concerning race, color, creed, religion, national origin, disability, sex, marital status, familial status, age, sexual orientation, membership or activity in a local human rights commission, status with regard to public assistance, other characteristic protected by s~~State or federal anti-discrimination law,~~ lifestyle, or ~~other~~ personal characteristics. ~~Employees shall not engage in violent behavior, discriminatory behavior, or offensive behavior when interacting with any member of the public.~~

If a member ~~In the event a member~~ of the public becomes abusive, employees should attempt to de-escalate ~~refrain from escalating~~ the situation. Employees may ~~and if possible, employ tactics to defuse the situation. While each employee is expected to use his or her best professional judgment to determine the most appropriate and effective way to interact with members of the public, some potential tactics include,~~ lower their voice, ~~or~~ ask the person to sit down, or, if necessary, ~~,~~ ~~If the situation doesn't improve, the employee can~~ refer the person to a supervisor. If the situation persists, employees may request police assistance. ~~or request that a police officer be called to the scene, if necessary.~~ Employees are not required to continue conversations that include profanity or threats; in such cases, ~~.~~ ~~In those situations, the~~ employees should inform ~~refer~~ the individual, ~~to a supervisor or inform a caller,~~ as courteously as possible, that they are ending the interaction and will resume the conversation after ~~employee is hanging up and will talk with the caller after~~ the individual ~~caller~~ has calmed down.

~~5.~~3.~~3)~~ **Conduct B~~b~~etween Employees**

Employees shall cooperate with and treat co-workers at all levels courteously and respectfully. ~~be courteous to co-workers at all levels.~~ Employees are expected to ~~shall control their tempers and~~ refrain from ~~engaging in~~ violent ~~behavior~~, discriminatory ~~behavior~~, or offensive behaviors and to. ~~Employees shall~~ act professionally and courteously ~~when interacting with their coworkers~~in their interactions. Inappropriate behavior~~s prohibited by this policy~~ include~~s~~, but are~~is~~ not limited to:

- S~~s~~lamming doors, pounding tables, or kicking furniture.~~,~~
- U~~u~~nwanted ~~and/or unwarranted~~ physical contact, such as ~~of any nature, including~~ "roughhousing" (e.g., punching, pinching, or arm ~~such as punching in the arm, pinching, arm~~ twisting).
- ~~, etc., and other,~~ M~~similar unwanted conduct, m~~aking threats, berating, ~~or~~ belittling others, or ~~speaking in raised voices, using coarse, violent or profane language or gestures,~~ refusing to speak or respond when spoken to.

- Producing inappropriate graphics, using disparaging nicknames, or communication threats via any medium (voice, e-mail, notes, etc.). and refusing to provide assistance when requested.

Employees shall treat each other with respect. They Employees shall refrain from making disparaging remarks about or using nicknames for other employees that are disparaging or based on a personal characteristics, engaging in unwanted; producing cartoons or other graphics displaying other employees in an unfavorable light; communicating threatening or disparaging remarks via any medium (voice, e-mail, notes, etc.); engaging in unwanted horseplay or practical jokes, and ; failing to relay written, verbal or telephone messages.

6. 4) Reporting Inappropriate Workplace Behaviors
4.

Any employee who believes that another CityCity employee or elected official has engaged in behavior prohibited by this policy is encouraged to address the situation as described in paragraphs (a), (b), and (c) below. However, if the alleged conduct involves violent behavior, discriminatory behavior, or harassment prohibited by CityCity policy, the employee is responsible for reporting the situation to the appropriate supervisor in accordance with the CityCity's anti-harassment policy and paragraph (c) of this policy.

a) If possible, politely but firmly tell the person who is behaving inappropriately that you are uncomfortable with or offended by the behavior and ask them to stop.

b) Write a memorandum for personal reference that describes the inappropriate behavior, the date the inappropriate behavior occurred, how it made you feel, what you did, how the offending party responded, and the names and titles of any witnesses.

c) Report the conduct to your supervisor or department head or the employee's supervisor or department head. If the individual allegedly engaging in behavior is an elected official, report the conduct to the CityCity's Administrative Services Director, CityCity Administrator, the Mayor, or a member of the CityCity Council, as appropriate.

When reporting, employees should be preparedd) The complaining party should be prepared to provide the following information:

1. The complainant's name, department, and position title.
2. The name, department, and position title of the offending party (, if known).
3. The specific facts of the alleged inappropriate behavior, how long it has allegedly gone on, and any alleged employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) that was supposedly taken against the employee who is filing the complaint.
4. Names of witnesses, if any, to the alleged harassment.
5. Whether the complainant has previously reported the alleged misconduct and, if so, to whom.

~~7.~~5.~~5)~~ ~~—~~Investigation of Complaints of Inappropriate Conduct

All supervisors and Department Heads receiving complaints of behavior prohibited by this policy shall report them to the Administrative Services Director.~~–~~ If the complaint involves alleged conduct by the Administrative Services Director, the supervisor or Department Head shall instead report the complaint to the ~~City~~City Administrator.

The Administrative Services Director, the ~~City~~City Administrator, or the identified ~~a~~ designee ~~of the City~~City ~~Administrator~~, shall investigate complaints of inappropriate workplace conduct prohibited by this policy.

~~8.~~6.~~6)~~ ~~—~~Consequences of Engaging in Inappropriate Workplace Conduct

Employees found to have engaged in prohibited conduct or to have intentionally filed a false complaint may face disciplinary action, up to and including termination, consistent with City policies and applicable laws. Supervisors who condone or fail to address prohibited behavior may also face disciplinary action.

~~Employees who are found to have engaged in conduct prohibited by this policy or to have intentionally filed a false claim of such conduct may be subject to disciplinary action, up to and including immediate termination, subject to the provisions of the Personnel Policy, applicable policies of the Police and Fire Departments, applicable collective bargaining agreements or other contracts, and applicable law.~~

~~Supervisors are required to deal swiftly and appropriately with employees who treat others disrespectfully. Any supervisor who condones or allows subordinates to engage in conduct prohibited by this policy or fails or refuses to respond appropriately to complaints of inappropriate workplace conduct prohibited by this policy, may be subject to disciplinary action as described in the preceding paragraph, whether or not the supervisor actually engaged in inappropriate workplace conduct.~~

~~9.~~7.~~7)~~ ~~—~~Retaliation for Complaints of Inappropriate Workplace Conduct

All employees are prohibited from retaliating or threatening to retaliate against anyone who complains of inappropriate workplace conduct or participates in the investigation or response to such conduct.~~–~~ Any employee found to engage in retaliatory actions is subject to discipline, up to and including immediate termination, subject only to the provisions of this personnel policy, applicable policies of the Police and Fire Departments, applicable collective bargaining agreements or other contracts, and applicable law.

~~10. 8)~~ ~~—~~Relationship of Code of Conduct to Harassment Policy

~~11.~~

~~8.~~

This policy supplements and does not replace the ~~City~~City's policies prohibiting discrimination, harassment in the workplace, and workplace violence.

7.2 Harassment Policy

This policy applies to all ~~City~~City employees, personnel, and volunteers without exception, including elected officials, appointed board and commission members, temporary employees, employees working under contract for the ~~City~~City, and members of the paid-on-call fire department.

It is the policy of the ~~City~~City that all employees should be able to enjoy a respectful workplace and a work atmosphere free from all forms of unlawful harassment, including implied or expressed forms of sexual harassment. Harassment infringes on an employee's right to a comfortable, respectful work environment, is against ~~City~~City policy, and will not be tolerated. All employees are expected to treat their coworkers, subordinates, supervisors, and public contacts with respect at all times. The ~~City~~City does not tolerate any form of sexual harassment in the workplace, including acts committed by~~of~~ non-employees.

Any form of sexual harassment or other protected ~~-~~class harassment, as defined in this policy, is prohibited and may result in disciplinary action, up to and including immediate termination.

Sexual Harassment and Other Protected Class Harassment

For purposes of this policy, the term "sexual harassment" includes~~—~~ unwelcome physical or verbal conduct relating to an individual's sex or gender, or conduct ~~or~~ directed at an individual because of sex or gender. This includes ~~,~~ unwelcomed sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual or gender-related nature, when:

1. Submission to such conduct is made either implicitly or explicitly as a term or condition of an individual's employment;

2. Submission to or rejection of such conduct by an individual is used as a basis for an employment~~–~~ decision affecting the individual~~'s employment~~;

3. Such conduct has the purpose or effect of substantially interfering in an individual's employment or ~~in~~ creating an intimidating, hostile, or offensive working environment.

Violation of this p~~P~~olicy by an employee may result in ~~subject that employee to~~ disciplinary action, up to and including ~~immediate discharge~~ termination.

Examples of sexually harassing conduct under this policy may include, but are not limited to, the following:

- Use of offensive or demeaning terms that~~, which~~ have a sexual connotation or a negative gender connotation;
- Objectionable physical proximity or physical contact;
- Any unwelcome, sexually motivated touching;
- Repeated, unwelcome suggestions regarding, or invitations to, social engagements or work-related social events;
- Any indication, express or implied, that an employee's job security, job assignment, opportunities for advancement, or other terms or conditions of employment may depend

on the granting of sexual favors to any other employee or ~~,~~ supervisor;

- Any action relating to an employee's job status that~~, which~~ is taken as a direct result of ~~the~~ granting or refusing ~~sal of~~ social or sexual favors;
- The deliberate or careless creation of an atmosphere of sexual harassment or intimidation;
- The deliberate or careless expression of jokes or remarks of a sexual nature to, or in the presence of, employees who may find such jokes or remarks offensive;
- The deliberate or careless dissemination or display of materials such as cartoons, articles, pictures, other graphics of a sexual nature that are not~~, etc., which have a sexual content and which are not~~ necessary for work;
- The use of suggestive facial expressions or gestures of a sexual nature.

Other protected class harassment is offensive conduct or communication based on an individual's ~~'~~ race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, status with regard to public assistance, or any other characteristic protected by S~~s~~tate or federal law when:

~~1.~~ Submission to such conduct is made either implicitly or explicitly as a term or condition of an individual's employment;

~~2.~~1.

2. Submission to or rejection of such conduct by an individual is used as a basis for an employment ~~-~~decision affecting the individual's employment;

3. Such conduct has the purpose or effect of substantially interfering in an individual's employment or ~~in~~ creating an intimidating, hostile, or offensive working environment.

All employees should keep in mind that the absence of intent to harass an individual is not a defense to a complaint of harassment. It is the impact and nature of the conduct, not the intent, which determines whether the conduct is harassing.

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Any employee who believes they are ~~he or she is~~ being subjected to sexual harassment or other protected class harassment in any form, or any employee with knowledge or belief of conduct on the part of another employee or other individual which may constitute a violation of this policy, is required to report the alleged conduct immediately to a supervisor or the Administrative Services Director. ~~–~~ If the Administrative Services Director is the person alleged to have engaged in conduct prohibited by this policy, complaints should ~~instead~~ be made to the ~~City~~City Administrator. While the ~~City~~City encourages written reports of the alleged conduct, verbal reports will be accepted. The individual receiving the report should be prepared to supply the following information:

1. Date, time, and location of the incident
2. Identification of the offender(s)
3. A detailed description of the incident
4. Any materials in the complaining employee's possession related to the incident (e.g., cartoons, articles, pictures)

~~5.~~ Identification of any potential witnesses to the incident

~~6.~~5.

Additionally, at the time of the incident, if you are the employee being subjected to the inappropriate behavior and feel comfortable ~~in~~ so doing, you may, but are not required to, courteously ~~,~~ but firmly~~,~~ tell the individual(s) engaging in the inappropriate behavior to stop, explaining that ~~the behavior because~~ the behavior makes you feel intimidated, offended or uncomfortable. Include a summary of this discussion in your report to the supervisor, Administrative Services Director, or ~~City~~City Administrator.

Supervisors are responsible for maintaining a work environment that is respectful and free from discrimination in any form. These responsibilities include proactively maintaining the compliance with this policy by ~~of~~ all employees ~~with this policy~~.

Any supervisor who receives a formal or informal, oral or written report of harassment, or has~~ve~~ personal knowledge or reason to believe that such harassment has occurred, should ~~shall~~ inform the Administrative Services Director immediately, without screening or investigating the report. If ~~, unless~~ the Administrative Services Director is involved or have a conflict of interest, ~~in which case~~ the report shall be made to the ~~City~~City Administrator pursuant to the reporting procedures. Failure of any supervisory employee to forward such a report to the appropriate party may be grounds for discipline. ~~–~~ If appropriate, the Administrative Services Director shall inform the Department Head of the report of harassment.

Upon receipt of a report or complaint of sexual harassment or other protected class harassment, the Administrative Services Director or ~~City~~City Administrator shall undertake or authorize an investigation. ~~–~~ The investigation may be conducted by ~~City~~City officials or by a third party designated by the ~~City~~City. ~~–~~ The ~~City~~City may take immediate steps, at its discretion, to protect the complainant and other employees or members of the public pending completion of the investigation.

The investigation methodology will be determined by the investigator depending on the specifics of each complaint. ~~–~~ Investigations typically include, at a minimum, interviews with the reporting employee, the complaining employee (if different from the reporting employee), and alleged offender(s). The investigation methodology may additionally include additional interviews, document review, and other methods deemed pertinent by the investigator.

Every effort will be made to respect the privacy and identity of all parties to a complaint brought under this policy, subject to any applicable law, including the Minnesota Government Data Practices Act ("MGDPA"). ~~–~~ In addition, the ~~City~~City has an obligation to investigate, ~~to~~ take necessary action to address allegations, and ~~to~~ comply with relevant state and federal regulations, and retains the right to disclose the identities of parties to a complaint, including witnesses, and the substance of complaints or witness statements as permitted or required by applicable law, including the MGDPA.

The investigator will forward a summary of the investigation, including the investigator's findings and conclusions, to the Administrative Services Director or ~~City~~City Administrator, as appropriate. The ~~City~~City will take all appropriate action, including, but not limited to, disciplinary action, to address any confirmed violation of this policy.

The ~~City~~City will not tolerate acts of retaliation against employees who have made a good faith

report of suspected violations of this policy or any person who assists or participates in an investigation or ~~assists or participates in a~~ proceeding related to such investigation. The ~~City~~City will discipline or take other appropriate action against any employee, personnel, elected official, or volunteer who engages in acts of retaliation towards such individuals. For purposes of this policy, retaliation includes, but is not limited to, ~~:~~ any form of intimidation, reprisal or harassment.

7.3 Workplace Violence Policy

P**urpose and Definitions ~~urpose and Definitions~~**

This policy applies to all City employees, personnel, and volunteers without exception, including elected officials, temporary employees, employees working under contract for the City, and members of the paid-on-call fire department. The ~~city~~City of Ramsey is committed to maintaining a safe environment for its employees and customers, free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. ~~–~~ Accordingly, the ~~City~~City will not tolerate any acts of violence toward employees, ~~ or~~ customers ~~of the City~~City, or ~~to~~ property. ~~–~~ Any employee who commits or threatens an act of workplace violence may be subject to investigation and discipline, up to and including immediate termination. ~~–~~ It is the goal of the ~~City~~City to provide a workplace that is free of intimidation, threats, and violence. ~~–~~ This policy will also seek to provide guidance to employees when they encounter a situation that they believe could result in violence.

For purposes of this policy, the following definitions will be used:

Workplace Violence: ~~—~~The term ~~“~~“workplace violence”~~”~~ encompasses a wide range of behaviors that include, but are~~is~~ not limited to, any act of physical, verbal, or written aggression against an employee or customer of the ~~City~~City; ~~,~~ ~~or~~ threats to inflict physical harm, or damages to property; harm to ~~,~~ family members of an employee; ~~,~~ or any purposeful or knowing behavior that~~which~~ would cause a reasonable person to feel threatened by an employee or non-employee in the workplace. ~~–~~ Workplace violence does not include reasonable force in the defense of oneself or others. ~~–~~ ~~Workplace violence~~It also does not include the appropriate use of force or weapons by law enforcement officers or others acting lawfully to protect and defend life and property, effectuate an arrest or detainment, or for other lawful purposes. ~~for which law enforcement officers are authorized to use force.~~

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Threat: ~~—~~ A~~a~~n expression by word or conduct of intent to commit violence that places the listener or reader in fear of imminent bodily harm, or is of such character that another individual could reasonably be placed in fear of imminent bodily harm. ~~–~~ The overall context of statement, including non-verbal communications, will be taken into account to determine if such an expression is a threat covered by this policy~~rule~~.

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E**mployee Responsibilities ~~mployee Responsibilities~~**

Employees are expected to treat co-workers, citizens, and property with respect. ~~–~~ No employee is permitted to commit or threaten violence against another employee or customer of the ~~City~~City.

Examples of prohibited conduct include, but are not limited to, physical abuse, verbal threats to inflict physical harm, vandalism, arson, and use of weapons.

Employees are not permitted to bring a weapon into the ~~City~~City workplace or onto ~~City~~City property unless the weapon is required to fulfill the employee's job duties, such as those of a ppolice officer.

~~City~~City employees should not ignore violent, threatening, harassing, intimidating, or other disruptive behavior.~~–~~ If anyone on ~~the City~~City premises displays such behavior, regardless of whether ~~he/she~~they are ~~is~~ a ~~City~~City employee, such behavior should be reported immediately to the employee's supervisor.~~–~~ Employees are responsible for making the report, regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who was threatened or who was the focus of the threatening behavior.

Employees ~~shall be alerted to~~should remain alert to and immediately report suspicious or threatening behavior and incidents of workplace violence to their supervisor. Employees ~~and~~ should contact 911 in the case of an immediate, serious threat or crime.~~–~~ In the event of imminent danger to persons or property, employees shall always take action to safeguard ~~persons~~ individuals or property before making a formal report.~~—~~ Except as noted above, reports shall be made as soon as possible after a threat or act of workplace violence – preferably within 4-6 hours, or sooner if reasonabl~~y able to do so~~e.

Even without an actual threat, employees shall report any behavior they have witnessed that ~~which~~ they regard as threatening or violent.

Employees who have identified ~~City~~City work locations as being protected for purposes of restraining or protective orders shall immediately notify their supervisor.~~–~~ The ~~City~~City understands the sensitivity of the information and will endeavor to handle the matter respectfully while also providing necessary notification and advance warning to fellow employees.

Supervisory Responsibilities ~~upervisory Responsibilities~~

Supervisors are expected to appropriately and safely intervene when ~~they see~~ an employee is subjected to abuse~~on the receiving end of abuse~~, whether from another employee or a member of the public.~~–~~ Supervisors and Department Heads who witness workplace violence or receive a complaint of workplace violence must notify the Administrative Services Director ~~of the situation~~ as soon as possible.

The responding supervisor shall assess whether there is a ~~current~~ significant current risk of violence that could result in physical harm to people and/~~and/~~or property. The supervisor should ~~and~~ establish command and determine the appropriate level of emergency response.~~–~~ Actions~~The~~ supervisors or Department Head~~'~~s may take ~~efforts may~~ include ~~the following actions~~:

- ~~Assuring~~ Ensuring that 911 has been called.
- Alerting other employees in the immediate area about the situation.
- Attempting to move individuals at risk to a safer location.
- Implementing the appropriate evacuation ~~proceed~~procedures~~ing~~ if rapid evacuation of the building seems warranted.

- Controlling staff involved to prevent interference with or hinderance of law enforcement or emergency personnel efforts.~~so that they do not interfere with or hinder the efforts of law enforcement or other emergency personnel who may respond to the incident.~~
- Ensuring~~Assuring~~ that necessary medical attention and/or emotional support is provided to the employees affected by the incident.
- Contacting the Administrative Services Director to:
  - ~~-~~Aarrange for relief from duty of the employee(s) involved in ~~who committed~~ the workplace violence.~~,~~
  - Ceoordinate an investigation.
  - H~~and to h~~andle disciplinary~~y~~ actions and ~~/~~return ~~-~~ to ~~-~~work procedures~~issues~~.

~~*The Administrative Services Director*~~
~~may, in addressing the situation, consider the following:~~The Administrative Services Director may address the situation by:

- Assessing the needs of victims and other employees impacted by the incident.
- Evaluating and implementing ~~Any~~ additional security measures based on the following ~~that need to be put into place, taking into~~ considerations:
  - ~~-~~The likelihood of violence.
  - ~~-~~The costs and benefits of security measures.
  - ~~-~~the impact of security measures on the employee(s) involved and the rest of the workforce.
  - ~~-~~the impact of security measures on the ~~City~~City's ability to meet customer needs. ~~the needs of its customers~~

If~~When~~ a supervisor or Department Head is notified of an employee ~~having~~ identifying ~~ied~~ ~~City~~City work locations as being protected areas due to ~~for purposes of~~ restraining or protective orders, or in cases involving domestic violence, ~~OR of a domestic violence situation,~~ the Administrative Services Director ~~is to~~must be consulted immediately to determine the appropriate course of action. ~~what actions may be appropriate.~~
~~The Administrative Services Director may consult with the Police Department to determine what appropriate security measures need to be taken with regard to any reported or potential workplace violence incident.~~

Due to the need to allow public access to ~~City~~City facilities and services, the ~~City~~City cannot guarantee that violence will not occur on its premises.

The ~~City~~City subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the consequences for violating this rule, and providing a hierarchy for reporting ~~within which to report~~ incidents of violence without fear of reprisal.

Any ~~City~~City employee who violates this policy may be subject to disciplinary action, up to and including immediate termination.

Any customer of the ~~City~~City who violates this policy may be denied access to ~~City~~City business locations. Anyone who engages in violence may be subject to criminal sanctions.

7.4 Domestic Violence

At the request of the employee, the ~~City~~City will attempt to make reasonable accommodations ~~for a period of time~~ to shield or protect the~~an~~ employee from abuse while at work. These accommodations may in~~-~~clude~~through~~ ~~the~~ screening ~~of~~ telephone calls and visitors~~,~~ or implementing other temporary measures.~~–~~ In accordance with Minnesota law, employees may also use sick leave for "safety~~"~~ leave" related to domestic violence situations.

7.5 Appearance and Dress Policy

The appearance and dress of City employees has a direct reflection on the professionalism of our services. A neat, well-groomed employee ~~with good personal hygiene~~ presents a positive image of the City and demonstrates the pride of City employees. Appearance and attire significantly influence ~~have an impact on the way~~how community members perceive City staff and the confidence customers have in the City's ability to provide quality services. The standard office attire for employees Monday through Friday will be Business Casual or Formal Business, with some exceptions on Fridays as noted below.

A*PPROPRIATE CASUAL / FORMAL BUSINESS ATTIRE*~~ppropriate Business Casual or Formal Business Attire~~

- Suits
- Sport Coats or blazers
- Dress slacks, pants, khakis, colored denim dress jeans (no blue jeans unless working outdoors or in spaces that are not clean~~;~~ ~~,~~no rips, tears, stains, frayed fabric, etc.)
- Dress shirts, polos, blouses, shirts, or sweaters
- Dresses, skirts or business capris (no more than 3 inches above the knee)
- Any type of business shoes, dress sandals, loafers, clean earth~~-~~tone, white or black ~~or white~~ athletic shoes, but no extreme colors such as violet, indigo, blue, green, yellow, orange and red. ~~(~~Crocks, flip flops, thongs, or barefoot sandals are not allowed, unless a doctor's note stating the reason for the exception is submitted to Human Resources.) ~~).~~

A*PPROPRIATE CASUAL FRIDAY ATTIRE*~~ppropriate attire for Casual Fridays:~~

- Casual sweaters, shirts or polos (slogans or advertising may not exceed 2 inches, other than City logos)
- Hooded sweatshirts with a City of Ramsey logo
- Casual slacks, pants, and denim jeans~~,~~ (no rips, tears, stains, frayed fabric, etc.)
- Periodically, as announced, sport jerseys or team shirts may be worn on casual Friday (in good condition~~;~~ ~~,~~ no sweat pants or wind pants)

Employees who take Friday off may not substitute another day for "casual Friday."

I*NAPPROPRIATE ATTIRE ~~/~~*AND* APPEARANCE IN THE WORKPLACE*~~nappropriate Attire / Inappropriate Appearance~~

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~~The following items are never appropriate for the workplace.~~

- Unkept personal hygiene and an appearance that is not neat and tidy.
- Extreme hair colors and shoes such as~~, but not limited to~~ violet, indigo, blue, green, yellow, orange and red. ~~Discussion needed regarding extreme hair color.~~
- Tattoos that are deemed ~~to be~~ offensive, including, ~~e. Examples of offensive tattoos include,~~ but ~~are~~ not limited to~~, those that~~ depicting racial, sexual, discriminatory, or gang-related images or obscene language, or those that undermine City's values. Offensive t~~T~~attoos ~~deemed offensive~~ must be covered while working.
- Tattoos on the head, face, neck, and hands are prohibited, excluding a tattooed ring.~~.~~
- Piercings that are loose or dangle, except for earrings or small, snug-fitting nose piercings or studs. ~~other than earrings or small snug-fitting nose piercings or small nose studs~~
- Piercings that interfere with speaking clearly.
- Facial piercings (e.g., s~~S~~eptum, e~~E~~ye-lid, e~~E~~ye-brow, cheek, lips, etc.).
- Slogans or advertising ~~may not~~ exceeding 2 inches, ~~other than~~except for City logos.
- T-shirts, halter tops, tank tops, tube tops, muscle shirts, and shirts or dresses with spaghetti straps.
- Garments revealing the midriff or off-the-shoulder.
- Athletic wear (e.g., workout clothes, sweatpants, sweat suits, leggings, and yoga pants ~~(~~unless the upper garment drapes over and down to the mid-thigh~~)~~.
    - Team jerseys or sweatshirts may be worn during special sporting events on Fridays. ~~Athletic wear such as team jerseys or sweatshirts may be worn during special sporting events on a Friday~~
- Shorts and mini-skirts.
- Dirty, ripped, wrinkled, or stained clothing.
- Transparent or overly tight garments.
- Clothing that is overly revealing or outlandish, ~~so as to cause~~causing distraction.
- Clothing with offensive or derogatory images or wording. ~~Any clothing with images or wording that are offensive or derogatory.~~
- Flip flops, thongs, bare-foot sandals, ~~and~~ bare~~-~~bottom shoes.

~~Exceptions to the above~~this ~~policy will be made only on a case-by-case basis, with a doctor's note stating the reason for the exception.~~

Employees Who Work Outdoors

Employees who work outside must follow the dress code established by their Department Head. Clothing must always be neat, clean, and not overly worn, faded, or in disrepair.~~–~~ Work shirts may not be sleeveless, and employees may not go shirtless while on duty.~~–~~ Solid~~-~~color shorts and jeans are acceptable when appropriate and with prior approval from the Department Head.

Uniformed Personnel~~———~~

Uniforms , ~~, which are~~ provided to some City employees , ~~,~~ are expected to be neat, fresh, and clean when reporting for duty. Each department is responsible for ensuring ~~seeing to it~~ that employees follow regulations regarding uniforms, related accessories, and equipment. Uniforms bearing City identification may not be worn during off-duty hours.

Under certain circumstances, ~~as a condition of employment,~~ employees may be required, as a condition of employment, to wear clothing identifying them as a City of Ramsey employee. If applicable, a payroll stipend may be ~~benefited~~ provided, and applicable taxes will be withheld according to the ~~Internal Revenue Service~~IRS regulations.

Religious Considerations

Nothing in the policy is intended to infringe upon an individual's desire to observe and exercise religious practices. ~~–~~ The ~~City~~City will make reasonable effort to accommodate religious practices regarding dress to the extent that it can ~~is able to~~ do so without affecting employee or customer health and safety.

Enforcement

The Administrative Services Director, Department Heads or ~~their~~ ~~designee~~ the identified designee~~s~~ are responsible for enforcing this~~have the responsibility and the authority to enforce this~~ policy. ~~–~~ If counseling is ineffective, violations of this policy may result in disciplinary action, up to and including ~~immediate~~ termination. ~~–~~ Employees sent home to change clothes shall not be paid as regular duty during that time; they ~~pay; the employee~~ may use vacation time or unpaid leave.

Exceptions

Exceptions to this policy will be made only on a case-by-case basis with a doctor's note stating the reason for the exception.

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7.6 Off-D~~d~~uty Conduct

The City's effectiveness depends upon the respect and confidence of residents, business owners, and employees. Inappropriate off-duty conduct detracts from community or employee respect and confidence. It is the City's policy to investigate circumstances suggesting that a City employee has engaged in inappropriate off-duty conduct that reflects unfavorably on the City. If inappropriate off-duty conduct is determined to have occurred and it ~~that~~ affects the City's business or reputation, discipline may be imposed, up to and including ~~immediate~~ termination.

Examples of inappropriate off-duty conduct include, but are not limited to, the following:

- Certain moving violations
- Theft
- Violence
- Use of City position to manipulate or control others

- Conviction of a gross misdemeanor or felony

This policy applies to all City employees (full-time, part-time, paid-on-call, temporary, casual, etc.); to acts that occur within or outside of City limits; and to acts that occur during or outside work hours.

7.7 Employee Parking

To ensure ~~that~~ the public has easy access to the entrances of City Hall ~~front doors~~, employees ~~parking at the City offices~~ must park personal vehicles in the Municipal Parking Ramp ~~.~~ ~~-~~unless otherwise approved by the Department Head. ~~-~~ City vehicles may be temporarily parked on the road or in the south parking lot as needed for City business. ~~–~~ Personal vehicles may only be parked on the road for the time necessary to load ~~during such time that it takes to load~~ or unload supplies for a City function.

7.8 Conflict of Interest and Divided Allegiance

This policy applies to all City employees, personnel, and volunteers without exception, including elected officials, appointed board and commissioners, temporary employees, employees working under contract for the City, and members of the paid-on-call fire department.

The City Council and the City Administrator are committed to governing the City organization in a manner that is free of personal conflicts. For the purposes of this p~~P~~olicy, the term "conflicts" refers to~~means~~ both "conflicts of interest," ~~-~~as ~~they are~~ defined under applicable state and federal law, and "divided allegiances," as ~~they are~~ defined in this p~~P~~olicy.

This p~~P~~olicy addresses how the City approaches actual or perceived conflicts. The definitions provided ~~that apply cover~~encompass more than the specific conflict ~~-~~ of ~~-~~ interest scenarios addressed by the state or federal laws. A conflict of interest not identified in this policy may still ~~be a~~ violat~~e~~ion of those laws. City officials may have a legal conflict of interest even if their conduct does not amount to a conflict ~~of interest~~ under this Policy. Nothing in this p~~P~~olicy authorizes, or should be interpreted as authorizing, City officials to have an interest in a transaction ~~that is~~ prohibited by state or federal law. Employees and elected officials who have a conflict of interest recognized by state or federal law are subject to all applicable legal ~~all of the~~ consequences ~~provided by law~~.

The purpose of this Policy is to inform City elected officials, appointed commission members, and staff of the City's broad definition of c~~C~~onflicts and to establish procedures for declaring and monitoring ~~to follow to declare and monitor~~ conflicts as they arise. The City Council requires each elected official, appointed commission member~~,s~~ and staff member to be advised of this p~~P~~olicy, and ~~each of said persons are to be~~ provided with a copy upon assuming their ~~of this Policy, immediately upon assuming their~~ City's duties or relationship. All individuals subject to this p~~P~~olicy are responsible for understanding and adhering to it ~~knowing and observing the Policy~~.

This p~~P~~olicy recognizes that a conflict of interest may exist ~~, from a practical perspective,~~ whenever the personal or professional interests of an elected official, appointed commissioner, or staff member are potentially at odds with City's interest~~(s)~~. Since the City Council is responsible for ensuring that the organization's management serves the City's best interests, over and above the interests of any insider, this p~~P~~olicy broadly defines potential conflicts of interest to include all

instances when a person within the organization may be able to exert ~~his or her~~ authority, influence, or bias on any issue in which ~~he or she~~ they may have divided allegiances.

The City Council acknowledges ~~recognizes~~ that conflicts may exist not only from financial interests in ~~when an individual has a financial interest in~~ a transaction ~~,~~ but also from ~~when his or her~~ non-financial interests. ~~are involved.~~ In all cases, the City Council is committed to ensuring that whenever a dual interest exists – whether ~~between an individual's~~ personal, business, organizational, or professional – and it intersects with ~~affiliations and~~ the position and interests of the City ~~exists~~, such conflicts are disclosed, and ~~disclosure of such conflict is given and the~~ resulting decisions are managed fairly and appropriately.

~~making is fairly and appropriately managed.~~ Furthermore, the procedures outlined in this policy ~~is Policy's procedures~~ apply not only when an actual conflict is demonstrated~~,~~ but also when the interests or concerns of another party to which one has allegiance may reasonably be seen as competing with City's interests or concerns. The ~~decision of the~~ City Council's decision to apply heighted ~~to effect a level of higher~~ scrutiny and procedures when a conflict involving elected official, ~~an elected official,~~ appointed commissioner, or staff member ~~of the City~~ appears to have a conflict acknowledges the public's increasing sensitivity to self-dealing and~~/or~~ lax management by public officials.~~elected officials, appointed commissioners, and staff.~~

The three types (or "t~~T~~iers") of conflicts defined in the p~~P~~olicy are not mutually exclusive. An interest that qualifies as a conflict of interest under one t~~T~~ier may also qualify under another tier, ~~be a conflict of interest under either of the other Tiers as well,~~ depending on the specific circumstances~~facts~~.

*C*ONFLICT OF INTEREST, DIVIDED ALLEGIANCES, AND DEFINITIONS ~~*onflict of Interest and Divided Allegiances, Definitions*~~

Tier 1 -- Direct c~~e~~onflict: A direct conflict exists whenever there is any proposed transaction or action of the City in which an elected official, appointed commissioner, or staff member has any direct involvement or interest. Direct conflict of interest occurs when a decision or action would compromise a duty to a party without taking immediate, appropriate action to eliminate the conflict. These transactions are subject to the highest scrutiny.

Tier 2 -- Indirect conflict: An elected official, appointed commissioner or staff member has an indirect involvement or interest in a proposed transaction or action of the City whenever:

1. ~~a)~~ Any other party to the transaction or party affected by the action is a "family member" (i.e., a relative) of the elected official, appointed commissioner, or staff member, or~~,~~ there is a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on the make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests.
2. ~~b)~~ Any other party to the transaction or party affected by the action is an entity in which the elected official, appointed commissioner, or staff member has a material financial interest.~~,~~
3. ~~c)~~ The elected official, appointed commissioner, or staff member is an officer,

director, trustee, staff member, or partner of any other party to the transaction or party affected by the action.

Conflicts involving more immediate relatives should generally be subject to a higher level of scrutiny by the City than those involving relatives who are more distantly related. However, ~~removed, although~~ each situation involves individual circumstances to be weighed by the City Council and City Administrator.

Tier 3 -- Potential conflict or the appearance/perception of conflict: Eelected official, appointed commissioners, and staff members should follow the disclosure procedures outlined in~~of~~ this p~~P~~olicy when the interests or concerns of any elected official, appointed commissioner, or staff member, or of any of ~~those individual's relatives~~their relatives, or any other individual group or organization to which such person has allegiance, may reasonably be seen by a third party as competing with the interests or concerns of the City, or when ~~; that~~ conflicting duties or loyalties exist.

For purposes of this p~~P~~olicy, the term "relative" includes all of the following individuals: spouses, ~~,~~parents, children, children's spouses, siblings, spouses of siblings, aunts, uncles, first cousins, step-parents, and step-children.

For purposes of this p~~P~~olicy, a "material financial interest" exists when an individual or their relative has rights (whether or not yet vested) to be paid compensation, employee or retiree benefits, dividends, or profit-sharing, or to have their expenses reimbursed, ~~or~~ obligations repaid, or other liabilities ~~repaid, etc~~satisfied. The term is intended to include any and all remunerative expectations.

The City's elected officials, appointed commissioners, staff, and consultants~~,~~ shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, donors, grantees, or parties to sub-agreements, with the exception that unsolicited gifts — ~~,~~such as trinket~~s~~s or mementos costing $5.00 or less, not given regularly — ~~may~~ be accepted.

When there is any doubt as to whether a conflict exists, either pursuant to this p~~P~~olicy or under applicable law, the matter shall be resolved by the City Attorney.

All local officials, as defined in Minnesota law, must comply with Minnesota law regarding the receipt of gifts.

PROCEDURE WHEN APPOINTED OFFICIALS HAVE A CONFLICT ~~rocedure When Appointed Officials have a Conflict~~

When conflicts arise, the interested appointed official must:

1. Prepare a written statement or make a verbal announcement at the applicable public meeting, describing the matter requiring action or decision and the nature of the potential conflict of interest.

~~a)~~ Deliver a copy of the notice to the chair of that board, commission or committee. If the chair has the conflict, the notice should be delivered~~go~~ to the appointing authority. ~~–~~ the City C~~c~~ouncil.

a)

PROCEDURE WHEN ELECTED OFFICIALS HAVE A CONFLICT ~~rocedure when Elected Officials have a Conflict~~

When conflicts arise, the interested elected official must:

1. Prepare a written statement or make a verbal announcement at the applicable public meeting, describing the matter requiring action or decision and the nature of the potential conflict of interest.
   a) Deliver a copy of the notice to the presiding officer (typically the mayor).
   b) If the mayor has the conflict, the notice should be delivered~~go~~ to the acting presiding officer.

PROCEDURE WHEN STAFF HAVE A CONFLICT ~~rocedure When Staff have a Conflict~~

1. Each staff member has a duty to disclose to the City Administrator, Finance Director and/or Administrative Services Director ~~of the City~~ the material facts of any proposed transaction of the City in which such person has any conflict(s) identified by this p~~P~~olicy. Staff shall prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict of interest.

~~1.~~2. The disclosure required under item 1 (above) is to be made immediately ~~,~~ and, to the extent possible, before any consideration of such proposed transaction by the City. If a staff member does not recognize the existence of a conflict prior to a decision regarding the transaction, the staff member has a duty to disclose the material facts of the conflict as soon as it is recognized.

~~2.~~3. A staff member having a conflict shall not participate in the deliberation or decision by the City regarding the transaction under consideration ~~,~~ unless invited by the City Council, City Administrator, Finance Director, and/or Administrative Services Director ~~to do so~~, after ~~considerati~~considering~~on of~~ the significance ~~to the City~~ of the disclosed conflict to the City. The City Council, City Administrator, Finance Director, and/or Administrative Services Director ~~of the City~~ may also request that the staff member ~~he or she~~ provide the City with any relevant information regarding the matter.

The City Council, City Administrator, Finance Director and/or Administrative Services Director ~~of the City~~ shall take any~~such~~ additional actions necessary ~~as may be required~~ to ensure that the conflict is properly ~~noticed~~ disclosed to management and that appropriate steps are taken ~~employed~~ as the transaction and its terms are brought forth for decision-making and/or implementation. Furthermore, the City Administrator, Finance Director, and/or Administrative Services Director ~~of the City~~ shall maintain a record of the existence of the conflict, the~~,~~ procedures employed in managing it, and its resolution ~~of the conflict~~.

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SECTION 8 DISCIPLINE / GRIEVANCE PROCEDURES

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8.1 Discipline

City employees ~~shall be~~are subject to disciplinary action for failing to fulfill their duties and responsibilities, including failure to observe proper workplace conduct adopted by the City Council. Compliance with work rules and policies are essential functions of all City positions; deficiencies in these areas will be addressed through the discipline process listed below.

It is the policy of the City to administer disciplinary penalties without discrimination. Except for probationary employees and as expressly described in this ~~p~~Policy, employees may use the grievance procedure under the ~~as per the~~ personnel policy ~~with respect to~~concerning any disciplinary action. To the extent practicable, the supervisor or Department Head shall investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

Nothing in this ~~p~~Policy shall be interpreted ~~interested~~ as altering the City employees' status as "at-will" employees or creating any type of "just cause" standard for discipline or termination. When determining whether to impose discipline, including termination, the City may consider all relevant factors, including~~,~~ but not limited to~~,~~ the seriousness and frequency of misconduct~~,~~ and the employee's disciplinarye history.

Discipline may be in one or more of the following forms, although the City of Ramsey reserves the right to take any disciplinary action at any time:

a) ~~a)~~ Oral R~~r~~eprimand
b) ~~b)~~ Written R~~r~~eprimand
c) ~~c)~~ Suspension
d) ~~d)~~ Demotion
~~e)~~ ~~e)~~ Termination
~~f)~~e)

a~~.~~) Oral R~~r~~eprimand~~: .~~ A verbal reprimand may be imposed by a Department Head for minor violations or incidents. The Department Head must maintain a record of each verbal reprimand. A verbal reprimand may not be appealed or submitted through the grievance process.

b~~.~~) Written R~~r~~epriman~~d:d.~~ A written reprimand shall state that the employee is being reprimanded for misconduct and describe the misconduct. The employee shall be given a copy of the written reprimand and sign the original, acknowledging receipt of ~~that he/she has received~~ the reprimand. The signature of the employee does not necessarily indicate agreement ~~that they agree~~ with the reprimand. If the employee refuses to sign the original reprimand, such refusal will be noted on the reprimand. The reprimand shall be placed in the employee's personnel file.

c~~.~~) Suspension W~~w~~ithout P~~p~~ay~~:.~~ ~~Prior to~~Before the suspension or as soon thereafter as possible, the employee shall be notified in writing of the reason for the suspension and its length. The employee shall sign the original suspension notice, acknowledging ~~that he/she has received it~~receipt. The signature of the employee

does not necessarily indicate agreement ~~that they agree~~ with the suspension. If the employee refuses to sign the suspension notice, such refusal will be noted on the notice. A copy of each written statement shall be placed in the employee's personnel file.

d)~~.~~ **Demotion:~~.~~** The City may demote an employee as it deems necessary~~ to in order to~~ address disciplinary concerns, ~~or due to~~ performance problems, or other factors related to meeting public service needs. A ~~.~~ demotion results in a reduction in pay, classification, or duties.

e) **Termination:~~.~~** The City may terminate an employee at any time, for any lawful reason or no reason at all. All employees will be notified in writing of the reason for the termination. The employee shall sign the original dismissal notice, acknowledging ~~that he/she has received the notice~~receipt. If the employee refuses to sign, such refusal will be noted on the dismissal notice. The signature of the employee does not mean agreement ~~that he/she agrees~~ with the dismissal. For employees subject to the Minnesota Veterans' Preference Act, the City will provide written notice of the charges against the employee and follow all other provisions of Minnesota Statutes, Section 197.46, as amended.

In ~~any~~ cases of suspension, demotion or termination, the employee shall be granted a hearing before the City Council if the employee submits a written request for such a hearing to the City Council within five (5) working days of notification of the action taken. At its sole discretion, the Council may hold the hearing at its next regularly scheduled meeting or any date within thirty (30) days of such meeting. The City Council has the sole discretion to conduct the hearing or to appoint a subcommittee to conduct the hearing. If the Council appoints a subcommittee, the subcommittee shall make its recommendation to the Council at the next regularly scheduled meeting ~~of the Council~~ following the hearing. The Council's decision is final.

~~In the event~~If the Council overturns the disciplinary decision, ~~pursuant to this provision,~~ the employee will be reinstated to the employee's ~~his/her~~ ~~their~~ position with back pay.

For purposes of the Minnesota Government Data Practices Act, the initial disciplinary decision constitutes the final disposition of a disciplinary matter ~~,~~ unless the employee files a timely appeal with the City Council. In such cases, the Council's decision constitutes the final disposition.

Employment at the City of Ramsey may be terminated at the will of either the employee or the City, at any time, and for any lawful reason or no reason at all.

8.2 Grievance Procedure

It is the policy of the City, whenever possible, to prevent the occurrence of grievances and to deal promptly with those that occur. For purposes of this policy, a grievance is defined as a dispute or disagreement as to the interpretation or application of this personnel policy.

Employees shall have the right to present grievances either individually or as a group. Grievances shall be presented to the City Administrator~~,~~ in writing~~,~~ within five (5) calendar days of the occurrence of the alleged grievance.

The City Administrator shall respond to an employee's grievance within fourteen (14) calendar days after receiving the alleged grievance. The decision of the City Administrator is final, except that when the City Administrator is directly involved in the facts giving rise to the grievance, an appeal may be made to the City Council for final decision within fourteen (14) calendar days of the City Administrator's decision. In such an appeal, the City Council's decision is final. If ~~In the event that~~ the City Administrator does not respond to the grievance within fourteen (14) calendar days of receipt, the grievance shall be considered denied for purposes of the appeal time period discussed above.

In compliance with federal or state law, an employee may also grieve any alleged unsafe act or practice, adverse working conditions, violation of civil rights, and alleged hazardous materials management.

SECTION 9 TRAVEL, TRAINING, AND EDUCATION

9.1 Travel Policy

Purpose ~~URPOSE~~

The City of Ramsey recognizes the need for continued training and professional development for its elected officials and City staff. As part of such training, elected officials and staff may be required to travel to attend workshops, conferences, and other assignments. This policy sets forth the conditions under which such travel will be reimbursed by the City.

Policy ~~OLICY~~

A request by a Council Member for reimbursement for travel expenses must be approved by the full City Council at an open meeting prior to registering for the event. A request by an employee for reimbursement for travel expenses must be approved by the Department Head prior to registering for the event. Requests for travel will be evaluated based on all relevant factors, including but not limited to the following:

- Whether the person traveling will be receiving training on issues relevant to the City or to ~~his or her~~their job duties.
- Whether the person traveling will be viewing or studying a facility or function that is similar to one being operated by ~~,~~ or considered by ~~,~~ the City of Ramsey.
- Whether the person has been specifically assigned by the City Council to testify on behalf of the City before federal or state officials.
- Whether the City has sufficient funding available in the budget to pay the cost of the trip.

No reimbursements will be made for attendance at events sponsored by ~~,~~ or affiliated with ~~,~~ political parties.

9.2 TRANSPORTATION / AIRLINE TRAVEL CREDITS

The most cost-efficient mode of travel should be used, taking into consideration reasonable time constraints.

Whenever City funds are used to pay for airline travel by an elected official or City employee, all arrangements must be approved by the City Council or Department Head, respectively, prior to City funds being used. All commercial transportation shall be tourist or coach class. First-class fares will not be reimbursed. Printed detailed receipts for ~~are required~~ airfare must ~~and should~~ accompany a request for ~~,~~ reimbursement form.

Individuals shall not accept or accumulate travel credits; i.e. travel credits shall be declined by the traveler.

9.3 MILEAGE REIMBURSEMENT

A City vehicle should be used whenever one is available. If a City vehicle is not available, and the Department Head approves use of an employee's personal vehicle for City travel, the City will reimburse the employee for miles driven in excess of the employee's ~~'~~ normal mileage to and from work, if not leaving from or returning to the work location, at the current IRS rate per mile. Mileage is not reimbursable through petty cash. Each request for reimbursement must ~~show~~ include the following:

1. Online mapping directions printed showing total miles traveled on City business.
2. If not leaving from employee's work location and/~~-~~or returning to the work location, ~~then~~ online mapping directions printed, showing the total miles to and from the employee's home and normal work location must be included ~~, in order~~ to subtract from #1 above, with no exceptions.
3. Net miles claimed for the reimbursement.
4. The b~~B~~usiness purpose of the trip, name of the event, and entity/building location name.
5. Starting and ending addresses for each location to substantiate mileage claim.

This level of detail must be documented and included on the request for reimbursement. Employees should contact the Finance Department for clarification or assistance.

If it is necessary to rent a vehicle to conduct City business, the City will reimburse employees or City Council Members for the cost of renting a vehicle. Care should be taken to rent the least expensive vehicle available.

9.4 LODGING

When on City business ~~outside the seven-county metropolitan area, (~~40 miles or more away from City Hall~~),~~ lodging accommodations may be provided by the City. All requests for lodging must be submitted to ~~,~~ and approved by the Department Head prior to payment. Actual costs for a single-occupancy room will be reimbursed, but charges shall be reasonable and consistent with the facilities available.

Each employee traveling on City business pursuant to this policy must ~~obtain~~ stay in a private ~~his or her~~ their ~~own~~ hotel room~~s~~. Employees are not allowed to share rooms while traveling on City business~~,~~ unless otherwise approved in advance by the City Administrator or the Administrative Services Director. ~~his/her~~ their ~~designee.~~ To minimize ~~In order to keep~~ costs ~~at a minimum~~, the employee or elected official shall stay at a host hotel or motel, or a less expensive hotel, at the discretion of the attendee's Department Head.

~~The City will not reimburse for costs associated with the attendance of a family member at a workshop, conference, and other assignment. Printed detailed receipts are required for lodging and should must accompany a request for reimbursement form.~~

Regardless of distance from City Hall, in the event of severe weather or other situations or conditions that make traveling hazardous, employees may secure lodging until ~~such time that~~ it is safe to return. Employees should attempt to contact their department head prior to obtaining

lodging. If contact cannot be made, employees should pay for their lodging at their own expense. Employees may request to be reimbursed; however, reimbursement is not guaranteed.

The City will not reimburse costs associated with the attendance of a family member at a workshop, conference, and other assignment. Printed detailed receipts are required for lodging and must accompany a request for reimbursement form.

9.5 MEALS

When on City business, a maximum of three meals per day will be reimbursed by the City. Attendees mustshall take advantage of all meals that are provided for and included in the registration fee for workshops, conferences, or other assignments. The City will not reimburse for alcoholic beverages, tobacco products, or costs associated with family members.

Printed detailed meal receipts are required for and mustshould accompany a request for reimbursement form. The detailed meal receipt must include the food and beverage items ordered. The request for reimbursement form must include an explanation of the public purpose for the meal and a list of the attendees. The receipts and reimbursement request form shall be submitted to the Finance Department for payment.

The maximum reimbursement rates for meals, including taxes, and tips, are as follows:
Note: The City will reimburse tips up to 20% of the bill (before, prior to taxes). Employee's choosing to tip greater more than 20% will not be reimbursed for the difference.

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Breakfast: ~~$10~~18.00 **Lunch:** $20.00 **Dinner:** $36.00

~~**Lunch** $16~~20.00

- ~~**Dinner** $26~~36.00

The City Council recognizes the public purpose of the City Administrator's business meetings with developers, staff, consultants, Council members and others. T~~;~~therefore, the City Council grants discretion to the ~~City~~City Administrator, or the City Administrator's designee, on a case-by-case basis, to seek reimbursement from the City for business meals, regardless of where or when those meals occur.

9.6 Training, Licensure, and Education Policy

The City of Ramsey is ~~charged with the responsibility of~~responsible for delivering services to a broad constituency of residents and organizations. These services are delivered by staff ~~persons~~members, consultants, and outside agencies. The Ramsey City Council, in an effort to ensure ongoing quality service delivery, provides ~~for~~ a program for~~of~~ training its staff.

It is the primary objective of the training program is to ensure that training funds are allocated to ~~dollars are spent on~~ learning activities that ~~which~~ address~~es~~ organizational goals and follow~~s~~ a progression of skill development. ~~On an annual basis~~Annually, each department is responsible for ~~charged with~~ projecting individual staff training needs for the next five years.

DThe department budget requests and future projections are towill be evaluated to ensure compliance with organizational goals and budget allocations. The Department Head is responsible for charged with presenting the annual training budget to the City Administrator. The City Administrator will is to present the his/her recommendations to the City Council as part of the annual budget process.

All departments will have opportunities to meet their be afforded opportunities to ensure training goals are met. However, it is understood that differenteach departments and /staff members will have varying levels of training needs. The City will not allocate training fundsdollars to specific staff members but will addressgiven the varying needs of the organization and the public.

Training Reimbursement

Training isshall be defined as short-term, specific course work designed to develop particularin order to gain specific job skills. , typically attainable in hours, days or a few weeks.

- The City will pay for job-related, position - specific training approved by the Department Head and City Administrator and deemed necessary to effectively fulfillcomplete the requirements of the position, provided there is adequate funding in the training budget appropriation for training and at the sole discretion of the City Administrator's sole discretion.
- The City will pay for , or reimburse employees for , any and all training required by the City to attain or maintain job-related certifications.
- Conferences and seminars training shall provide formay include meals and lodging, if necessary, for both in-state and out-of-state training. Travel expenses for in-state training will shall be provided through the budget process. Travel expenses shall be provided for out-of-state training requirewith prior approval from of the Department Head and City Administrator.
- Department Heads are responsible for providing Human Resourcesthe Administrative Services Director with records on all employee training funded by the done at City. expense; Upon request, a report documenting will be prepared which documents training received and funds expended will be prepared.

Post-Ssecondary Tuition Reimbursement

Tuition reimbursement isshall be defined as eligible costs incurred as a result of attending an accredited post-secondary accredited educational institution.; typically classes or courses are completed during one half of an academic year for up to 18 weeks.

With pre-approval, regular City employees are eligible to participate in tuition reimbursement. However, it is the expectation of the City of Ramsey that new hires come to the City fully qualified for their position. Therefore, post-secondary tuition reimbursement shall not be provided during an employee's first year of service.

Completion of additional education is not a basis for requesting a salary increase. Courses should be taken outside of work hours; however, when unavoidable, courses may be taken during the work day with prior approval from the Department Head and the City Administrator.

Employees wishing to utilize the City's tuition reimbursement funds must:

1. ~~1)~~ S~~s~~ubmit a request via a "Pre-Approval for Tuition Reimbursement" form prior to registration for ~~of~~ classes. T~~;~~ ~~t~~his process should be completed prior to the applicable annual budget process.~~, and~~

~~1.~~2.~~2)~~ S~~s~~ubmit a reimbursement request form after successful completion of classes. E~~;~~ ~~e~~mployees should be aware of the following key points:

- Employees attending an accredited college or university, or post-secondary classes at accredited colleges, universities, and vocational/technical institutes, can apply for City reimbursement for 50% of the cost of tuition, books, and course-~~-~~specific fees, including technologies fees. N~~;~~ ~~n~~on-reimbursable fees include fees for supplies, transportation, student activity fees, late registration fees, school entrance fees, and graduation fees.
- The maximum annual reimbursement shall not exceed $3,000.
- In order to be eligible for reimbursement, the degree program or classes must be deemed by the Department Head, City Administrator, and Administrative Services Director to be job-related and ~~a~~ benefi~~t~~cial~~t~~ to the employer before the employee registers for the class.
- ~~•~~ Reimbursement will only be made upon receipt of a grade of "C" or better for the course and w~~.~~
- ~~Reimbursement will also be made w~~hen employees elect to take classes on a Pass~~-~~/~~-~~Fail or Credit~~-~~/~~-~~No Credit basis, subject to ~~receipt of~~ successful completion.
- Employees seeking reimbursement must present a paid fee statement and grade transcript in order to receive reimbursement.
- ~~Reimbursement for classes taken at private institutions shall not exceed the tuition charged by Minnesota State Colleges and Universities.~~
- Reimbursements are on a first come, first-~~-~~served basis and shall not exceed the department budget.
- In the event a department receives reimbursement requests that exceed its budget allocation for education reimbursement, the Department Head and City Administrator shall have the discretion to apportion the available funds, including the discretion to refuse reimbursement.
- In the event an employee leaves the City's employment, any reimbursement for education received during the 12 months prior to leaving must be returned to the City.
- Reimbursements will be made through payroll as either a non-taxable reimbursement or taxable reimbursement~~,~~; contingent upon current IRS guidelines.

Commercial Driver's License Payment

There may be situations when a candidate or current employee's essential job duties require possession of a Commercial Driver's License (CDL). In order to mitigate staffing challenges, the ~~City~~City may agree to pay for the costs associated with obtaining this ~~said~~ licensure ~~costs~~.~~–~~ This payment is contingent upon a written agreement by the employee to continue to work for the ~~City~~City for at least one (1) year following the attainment of the CDL~~ommercial Driver's License~~.

~~In the event~~If ~~-~~the employee does not stay employed with the ~~City~~City for at least one (1) year, the employee must agree to reimburse the ~~City~~City for the full amount paid for the licensure.~~–~~ This may be accomplished by the ~~City~~City retaining funds from the employee's severance pay, and if

necessary, the remainder via a personal payment made by the employee payable to the ~~City~~City within 30 days of the last day on the job.

SECTION 10 HEALTH AND SAFETY

10.1 Policy Statement

The City of Ramsey's Safety Program is based on the premise that each and every one of our employees is entitled to a safe and healthy work environment. The Safety Program is specifically designed ~~specifically~~ for the protection of our employees and visitors. All City of Ramsey employees are directed to make safety and loss control important matters.

The City believes that every employee is concerned for their own safety and that of their co-workers and will recognize that the rules and policies contained herein are for their protection. The goals that we have set for our Safety Program can only be achieved through a cooperative effort between all employees. Safe working habits and an awareness of all safety rules and policies are ~~a~~ conditions of ~~your~~ employment at the City of Ramsey. All employees are required to familiarize themselves with every rule and policy set forth and to abide by them. These rules and policies will be enforced just as any other City policy, and failure to comply ~~can result~~may result in ~~reprimand~~ disciplinary action, up to and including termination. ~~, suspension, or employment termination.~~

All employees are encouraged to make suggestions which will assist in maintaining safe working conditions~~,~~ and to bring ~~to the attention of their supervisor~~ any unsafe working conditions to the attention of their supervisor. ~~–~~ It is through our joint participation that accidents can be prevented~~,~~ ~~but the~~ E~~individual e~~mployees ~~,~~ can make safe work practices a habit.

This policy toward safety is in no way limited to the rules that follow. A~~, and a~~ny unsafe practices, whether listed here or not, will be addressed on a case-by-case basis.

The City of Ramsey is committed to providing its employees with a safe and healthy work environment.

10.2 Health and Personal Safety

Health and personal safety are essential ~~some of the best guarantees~~ for the successful performance of employees' work. Employees must work safely using the safety devices and equipment provided by the City for their protection. Employees must promptly report safety hazards to their supervisor. Unsafe conditions will be investigated and corrected~~,~~ as necessary.

10.3 Workers' Compensation / Injuries and Illness at Work

Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts (OSHA) require that all on~~–~~the~~–~~job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to ~~his/her~~their supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job. First Report of Injury forms must be submitted to ~~Human Resources~~Human Resources as soon as possible, but no later

than 3 business days from the date of injury.~~–~~ Employees must keep Human Resources and their supervisor updated with regarding ~~to~~ changes in their condition~~,~~ and/or return ~~–~~to ~~–~~work paperwork.

Pursuant to Minnesota State law, the officials of the City, elected or appointed for a regular term of office or appointed to complete the unexpired portion of a regular term, are included in the coverage of the Minnesota Workers' Compensation Act.

10.4 Medical Procedures

It is the policy of the City of Ramsey, within the confines of the Minnesota Human Rights Act, to require its employees to be examined by a physician after an injury is sustained, whenever conditions are ~~make this~~ desirable for the employee or the City, or whenever the Administrative Services Director, or the Administrative Services Director's designee, determines that the interests of the City ~~and~~ or the employee will be served~~, thereby~~. Physical examinations administered at the request of Administrative Services Director, or the Administrative Services Director's designee, shall be paid for by the City.

10.5 Smoking Policy

The City of Ramsey bans smoking in all municipal buildings, equipment, and City vehicles. Smoking, for the purpose of this policy, means inhaling or exhaling from any lighted cigar, cigarette, pipe, or any other lighted tobacco, plant product, or substance that may be used for smoking in lieu of tobacco intended for inhalation via any of the means listed above. Use of electronic devices ~~which~~ that simulate smoking is~~are~~ also prohibited. This includes, but is not limited, to electronic or "e" devices such as e-cigarettes, e-cigars, and e-pipes. Electronic devices are prohibited regardless of whether they provide vapor of liquid nicotine, lobelia, and/or other substances. Non-electronic devices ~~which~~ that simulate smoking and smokeless tobacco products (chewing tobacco, ~~snoose, and~~ snuff, and snus) are also prohibited.

10.6 Inclement Weather Policy

On occasions when the severity of the weather may cause City offices to be closed, the City Administrator will make a determination as to whether the offices will be closed. The City Administrator or the City Administrator's designee ~~City designee~~ will then notify the IT Manager to post the closure to the City's website.~~–~~ ~~–~~If it is broadcast that City offices are closed prior to the start of core hours ~~to the shift start time~~, then the employee will be paid as if it were a regular workday.~~–~~ H~~If, h~~owever, if the office is not officially closed, staff will be instructed to take vacation ~~time~~ or compensatory time off for any absence from work that occurs.~~–~~ If the office is officially closed after the start of the shift, staff will receive their regular pay for the remainder of the shift.~~–~~ Compensatory time off or vacation will be taken for time absent from work prior to the official closure.~~–~~ This policy will apply to office employees only and does not include Public Works or Public Safety (fire and police) employees. In circumstances where the City Administrator is out of town, the designated Acting City Administrator ~~Acting City Administrator~~ will provide the decision on whether or not to keep City offices open due to inclement weather.

10.7 ~~Municipal Center~~ Severe Weather Plan / Other Emergency Plan

In the event that severe weather or another emergency occurs during the course of the day, staff and occupants of the Municipal Center shall seek shelter in designated areas while also maintaining accountability of all persons in building.

Requirements~~:~~

Anoka County Dispatch (911) may activate the outdoor warning devices when a certified weather spotter witnesses severe weather or the National Weather Service indicates that severe weather will threaten all or part of Anoka County. Although the County has the ability to sound the sirens in zones, its common practice is to alert the entire County. If the outdoor warnings do not activate, or there is a different emergency, a member of Public Safety (Police or Fire) shall have the authority to enact the emergency plan.

During N~~n~~ormal B~~b~~usiness H~~h~~ours

-W~~w~~hen the outdoor warning sirens sound or as directed by a member of Public Safety (Police or Fire), all employees and visitors will move to the Police Department Locker Rooms as the primary shelter area.~~–~~ If the primary site is full, then the stairwell will be utilized as the secondary location, as determined by a member of Public Safety.~~ the secondary locations will be used.~~

~~Police Locker Rooms (Men and Women) – Primary.~~
~~If necessary, the stairwell will be utilized as determined by a member of Public Safety and employees and visitors will move to that area as directed.~~

If non-staff members are present in the Municipal Center, staff should direct them to move to the designated area~~primary site~~. ~~If the primary site is full, then the secondary sites will be used. If any members of the public or visitors are within the Municipal Center at the time when a weather emergency, it is the responsibility of the Department Heads to get them to the shelter location.~~

A member of Public Safety will notify all areas when the situation has become stable and all persons may return to normal activities.

During N~~n~~on-B~~b~~usiness H~~h~~ours

-A~~a~~ member of Building Maintenance will guide all groups to the Police Locker Rooms and remain with the group until the situation has become stable. When weather has been determined safe, the Building Maintenance person will allow the groups to return to their normal activities.

Responsibilities~~:~~

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If ~~necessary~~necessary, the Department Head or ~~their~~ the Department Head's designee will determine accountability of their respective group and/or other departments.~~–~~ A member of Public Safety will gather names of the individuals at all shelter sites to determine personnel accountability.

A member of P~~p~~ublic S~~s~~afety will make a sweep of the Municipal Center to ensure that all employees and any of the general public have evacuated to the shelter area.

Field Employees~~:~~

During an actual severe weather incident, ~~city~~City personnel working outside of a ~~City~~City building, should seek shelter based on their respective Department's severe weather plan or in an area that they feel creates the safest environment.

~~*10.8 Hepatitis-B Vaccine Policy*~~

~~Hepatitis-B is a viral liver infection which can be debilitating and in some cases, fatal. Because Hepatitis-B is transmitted through body fluids such as blood, certain groups of people are at a greater risk of infection than others.~~

~~The Federal Occupational Safety and Health Administration (OSHA) has stated that all employers must evaluate their employees to assess the risk of Hepatitis-B infection, as it relates to their jobs. If a substantial exposure risk is assessed, the employer must offer the vaccine to those employees at no cost to the employee.~~

~~The employees within the city of Ramsey who have been identified at substantial risk of Hepatitis-B infection are Public Works Maintenance staff, Engineering Technicians, Police Officers, Community Service Officers, Reserve Officers, and Fire Fighters.~~

~~Any employee who, while on the job, is exposed to blood, body fluids or a needle stick is required to: 1) Contact their supervisor as soon as possible, and 2) Complete a First Report of Injury form to be submitted to Human Resources immediately. The supervisor will initiate appropriate action or contact their Department Head for guidance.~~

10.~~8~~9 Housekeeping

All employees need to assume a share of the responsibility in maintaining a high standard of cleanliness and orderliness, and cooperate in maintaining safe, healthful, and sanitary conditions in all work areas.~~–~~ A clean work area will make your work more pleasant and help maintain the high standards of quality necessary to meet the professional requirements of the ~~City~~City's services.

SECTION 11 USE OF ~~CITY~~CITY PROPERTY

All staff members are responsible for the safekeeping and proper care of all property used by them and belonging to the ~~City~~City.~~–~~ Property shall only be used for official purposes and in the capa~~city~~city for which it was designed.

~~City~~City employees shall have no expectation of privacy in any property or equipment of the ~~City~~City, including, but not limited to, offices, cubicles, desks, files, vehicles, filing cabinets, voice mail, text messages on ~~City~~City ~~-~~paid cellular telephones~~, PDAs~~, computers, laptops, tablets, desk phones, ~~mass storage devices,~~ e-mails, electronic media~~/ or~~ devices of any kind, or any other type of equipment, property, or space provided by the ~~City~~City.~~–~~ Except when accessed by the Police Department for law enforcement purposes, any such property or equipment may be accessed by the ~~City~~City at any time, for any purpose, with or without notice to the employee, and with or without reasonable suspicion.

11.1 Public Information

All staff members shall become familiar with~~-~~ and must comply with~~-~~ all applicable laws dealing with public and non-public information.~~–~~ Misuse and improper disclosure of public or non-public information is prohibited and may result in discipline, up to and including ~~immediate~~ termination.

11.2 Telephone Use

~~The~~ ~~P~~proper use of telephone communication is required.~~–~~ Always use a ~~answer the telephone with a~~ professional tone of voice ~~pleasant voice and respond politely to the caller. Personal telephone calls must be brief.~~and ~~–~~treat others with ~~a proper level of~~ respect and professionalism. Frequent personal use of the telephone ~~for other than City business~~ is not permitted and may result in discipline, up to and including ~~immediate~~ termination.

11.3 Information Technology Policy

P~~urpose~~urpose ~~urpose~~

The purpose of the ~~city~~City of Ramsey IT Policy is to set standards to protect the ~~City~~City's IT systems from business interruption, unauthorized or inappropriate access, and to maintain ~~appropriate~~ network security. The policy is to be adhered to by all users ~~(full-time, part-time, and temporary employees, vendors, consultants, volunteers, interns, and others)~~ who have access to or use ~~the city of~~ any Ramsey IT systems, both on-premise or remote ~~and off City property~~. IT systems include, but are not limited to, computers, e-mail, Internet access, printers, phones, mobile devices, Cloud systems and devices, and various perpetual and subscription software~~s~~, etc. ~~.~~

~~Violations~~ Violation of Policy ~~iolation of Policy~~

Violations of this policy will be addressed consistent with the ~~City~~City's Personnel Policy or union contract and may include ~~disciplinary action, up to and including immediate termination.~~ revocation of permission to use the ~~City~~City's IT systems, discipline up to and including termination, and/or criminal charges, depending on the nature of the violation.

E~~xceptions~~xceptions

Exceptions to the following policy will ~~must~~ be ~~reviewed~~ made on a case-by-case basis and only after review by the Department Head and IT Manager followed by ~~and~~ approv~~e~~al ~~d~~by the ~~City~~City Administrator.

G~~LOSSARY OF TERMS~~lossary of Terms

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

~~**Downloads:** To copy data from a main source to a computer or mobile device.~~

- **Electronic Mail (e-mail):** A network application that allows users to exchange messages over a ~~communications networks~~communications network with other~~s~~ users.~~.~~
-
-
  ~~**File Server:** An enhanced computer with network operating software that is used for file storage, application functionality, and managing network resources.~~
- **Cloud ~~Infrustrature~~Infrastructure/Services:** Computer systems and software located outside the logical and physical confines of the City's managed network.

~~**Information Technology (IT)**: Managing and processing information.~~

- **Information Technology (IT) Systems:** Includes, but not limited to~~,~~, computers, printers, software applications, e- mail, Internet, telephone~~, voice mail~~, cell phones, ~~wifi~~Wi-Fi, etc. whether they are local or cloud-based.
-
- **Pass P~~p~~hrase:** A longer password that can include all written characters, including spaces. Passphrases are usually easier to remember, and, due to their length, are more secure.
-

~~**Internet:** A global network connecting millions of computers.~~

~~**Intranet:** A website or series of sites accessible only within an organization. An intranet 's Web sites look and act just like any other web site, but firewall security restricts unauthorized access.~~

~~**Local Area Network (LAN)** A localized computer network.~~

~~**Licensing:** Legal compliancy of assets.~~**~~Passphrase:~~** ~~A longer password that can include all written characters including spaces. Passphrases are usually easier to remember, and, due to their length, are more secure.~~

- **Social Networking Sites:** Sites thatwhich focus on building online communities of people who share interests and activities and-/or exploring the interests and activities of others. Examples of social networking websites include : -Facebook, Linked-In, Linked InSnapchat, Twitter, and sites that allow users to post personal blogs, etc.
- **Software:** – Software includes the operating system and all utilities that enable the computer to function. – Application software includes programs that do real work for users (i.e.i.e., word processors, spreadsheets, and database management systems).
- **Portable Equipment:** Hardware that is small and lightweight (i.e. laptop computers, hand-held computers, tablets, smart phones, Blackberrys, projectors, digital cameras, etc).
- **Users:** Full-time, part-time, and temporary employees, vendors, consultants, volunteers, interns, and others who have been granted access to the City's Information Technology Systems.Persons that utilize any IT systems, applications, devices, or other cityCity-managed technologies.

INFORMATION TECHNOLOGY USE Information Technology Use

Purpose Access*Access*

To iInform and provide direction to all users regarding appropriate usage and management of the City's IT systems and resources. All users must be authorized to use CityCity IT systems by their Department Head, supervisor, and -IT Manager. All users must complete annual security training to maintain access to all IT systems. Failure to complete training maycould put thesaid user in violation of the IT/Personnel Policy (see Violation of Policy section).could result in revoked access for the user until training is complete, and possibly disciplinary action. All users must be authorized to use City IT systems by their Department Head, supervisor, or IT.

Auditing

The cityCity of Ramsey reserves the right to monitor and audit use of its IT systems at any time without the user's consent. – An audit may result in the removal of hardware and/or software not compliant with this policy, revocation of permission to use the CityCity's IT systems, employee discipline, up to and including: immediate termination, and/or criminal charges, depending on the nature of the violation.

Reporting

Users should notify their immediate supervisor, the IT Manager, Human ResourcesHuman Resources, or the CityCity Administrator upon learning of violations of this policy.

Expectation of Privacy

As ~~discussed~~ addressed above, all ~~City~~City ~~-~~owned equipment and Information Technology Systems, including e-mail, are ~~City~~City property and subject to inspection by the ~~City~~City at any time, without notice, and for any reason or no reason at all.~~–~~ Users should have no expectation of privacy.~~–~~ In addition, the ~~City~~City is subject to the Minnesota Government Data Practices Act, the State BCA policy, Federal CJIS policy, and other laws governing the collection, storage, use, and disclosure of data.~~–~~ All files and documents, including personal messages and internet logs, created, received, collected, or generated by ~~City~~City employees or using the ~~City~~City's Information Technology Systems are subject to those laws and may be disclosed in certain circumstances without the permission of the employee or user.

~~**Violation of Policy**~~

~~**Violations of this policy will be addressed consistent with the City's Personnel Policy or union contract and may include revocation of permission to use the City's IT systems, discipline up to and including immediate termination., , revocation of permission to use the City's IT systems, and/or criminal charges, depending on the nature of the violation.**~~

Hardware and Software Acquisition

The IT Manager must approve all hardware and software prior to acquisition to ensure consistency with the design and architecture of the ~~City~~City's IT network, with ~~zero~~absolutely no exceptions. Users are prohibited from installing, downloading, purchasing, subscribing, or acquiring both hardware and software, including product demonstrations, without prior approval from the IT Manager.~~–~~ Software applications not required for official ~~City~~City business are strictly prohibited. Attempts by employees to manipulate ~~City~~City hardware, networking systems, security systems or appliances, or licensed software or apps, outside of approved updates, ~~, may result in correctivedisciplinary action.~~ are in direct violation of this policy.

Installation and~~,~~ Downloads~~, and Configuration~~

~~No user will be allowed to manipulate hardware and software standard configurations. The IT Manager must be contacted for hardware and software support. No user should change the computer setup or configuration files. Customizing a computer should be limited to items including City-owned software such as wallpaper, screen savers, icons, toolbars and colors. Users are prohibited from downloading, or installing any software including personal, through the Internet, e-mail, and/or vendor demonstrations without prior approval from the IT Department.~~ Installation or download of unapproved programs can potentially damage files, a user's PC, or infect systems ~~city~~City-wide, which could cause cessation of daily operations, and possibly affect constituents and service providers. -Users are expected to coordinate with IT when new software is needed~~,~~ so that ~~-~~said software can be vetted, licensed, and maintained. In order to maintain ~~optimal functioning~~system security, users are encouraged to accept updates pushed out by IT to currently authorized programs such as Adobe Acrobat, Microsoft Office, and other previously installed software.

Licensing

To ensure license compliance, ~~y~~ all software must be purchased by and licensed to the ~~City~~City.

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

Data Management and Protection

- **Minnesota Data Practices Act:** Under the provisions of the Minnesota Data Practices Act, all data stored on computer media owned, leased, or rented by the ~~City~~City is considered ~~to be owned by the City~~City property. The data is subject to the Minnesota Data Practices Act, which governs its use, ~~and~~ dissemination, and ~~data~~ classification. All data is also subject to review and investigation at the discretion of the ~~City~~City Administrator, Department Heads, IT Manager, and/or law enforcement. ~~–~~ The ~~City~~City Clerk should be contacted with questions regarding the classification of public and private data.
- **Data Ownership:** ~~–~~ All information developed or introduced to a ~~City~~City technology system by a user in conjunction with employment with the ~~City~~City is the property of the ~~City~~City.
- **Data Storage:** ~~–~~ All ~~City~~City data must be saved to a network drive on a ~~City~~City server.
-
- **Data Deletion:** ~~–~~ Users are responsible for deleting outdated files that are no longer needed, ~~in for~~ compliance with of the ~~City~~City Records Retention Schedule. T~~;t~~his includes data files and e- mail messages. ~~–~~ The ~~City~~City Clerk should be contacted with questions regarding the ~~City~~City Records Retention Schedule.
- **Data Back~~-~~up:** ~~–~~ ~~The IT department backs~~ Backups are performed on ~~up~~ all data stored on the file servers. ~~–~~ Workstation hard drives or any other devices are not backed up. Data stored on local machines are the responsibility of the user.

Portable Information Systems

~~Portable personal~~ Laptop computer~~(s)~~, ~~digital~~ cameras, tablets~~projectors~~, and other ~~City~~City ~~-~~ owned portable equipment may be used for ~~City~~City business~~,~~ outside of ~~City~~City facilities. ~~–~~ When

~~users check out portable equipment~~ devices such as these~~, like those mentioned,~~ are in the hands of employees, they are expected to provide appropriate "common sense" protection against theft, accidental breakage, environmental damage, and other risks. Desktop computers, desk phones, and other attached devices are not to be removed from ~~City~~City buildings.~~–~~ The user is responsible for ~~the~~ backing up ~~up of~~ or any loss of ~~any~~ data stored on the standalone or portable computer.~~–~~ ~~IT staff is available to assist in the development of procedures for disaster recovery of portable units.~~ Users are expected to contact IT or their supervisor with~~,~~ in a reasonable timeframe~~,~~ when any ~~city~~City devices or access cards are lost or stolen.

~~City~~City ~~–~~ Issued Cellular Phones

~~City issued cellular telephones are intended for the use by City employees in the conduct of their official City work to perform services to Ramsey citizens and businesses. Department Heads are responsible for the cellular telephones assigned to their departments, determining service levels for their employees, and exercising discretion in their use.~~Department Heads may acquire cell or smart phones for employee use when the expense and use ~~of the cell phones~~ is justifiable in terms of improved service and responsiveness to citizens or other employees. Department Heads are responsible for that justification, both initially and on an ongoing basis. Cell phones should be provided only when ~~they are~~ required for the employee to perform essential~~required~~ functions of their job. Simple convenience is not an adequate justification. All cell phones used for ~~city~~City business may be subject to being placed into a Mobile Device Management system (MDM) ~~,~~ to be centrally managed, set up, protected, and erased by IT Staff. ~~Employees will manage their cell phone use so as not to exceed their service level as approved by their supervisor. Occasional overages will be reviewed by the supervisor on a case by case basis. After a review of the monthly billing statement, employees may be required to reimburse the City for overages in cell use and/or texts, depending on the nature of the calls/texts made during the month. Employees will make an effort to utilize other methods before utilizing cellular minutes. Nothing in this policy will limit Department Head discretion to allow reasonable and prudent use of such telephones or equipment provided that:~~

~~Its use in no way limits the conduct of work of the employee or other employees~~
~~No personal profit is gained or outside employment is served~~

A Department Head may authorize ~~an~~ employees to voluntarily use their own personal phone for ~~City~~City business at their ~~employees ir~~ own expense.

~~a. and be reimbursed by the City for those calls. An employee will not be reimbursed for business-related calls without prior authorization from his or her Department Head. Department Heads may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.~~

The u~~U~~se of public resources by ~~City~~City employees for personal gain and/or private use, including~~,~~ but not limited to~~;~~ outside employment or political campaign purposes,~~,~~ is prohibited. Incidental and occasional personal use may be permitted with the consent of the ~~department director and~~ direct supervisor, but ~~personal calls made and received should be done~~ only when it doesn't interfere with~~in~~ work duties. ~~,~~ Personal calls made by employees on a ~~City~~City-provided cellular phone should only occur ~~will be made or received only~~ when absolutely necessary, must not ~~and when they do not~~ interfere with working operations, and should be completed as quickly

as possible. Department Heads may prohibit employees from carrying ~~their own~~ personal cell phones during working hours if they~~it~~ interfere~~s~~ with the performance of their job duties.

~~b. A concern of the City is the personal safety of employees and the public at large. Therefore, e~~Employees should always use proper safety procedures ~~at all times~~ when using a cell phone, ~~but~~ especially while operating equipment, driving on ~~City~~City business, or performing similar duties. ~~City~~City employees should only use a cell phone while operating a motor vehicle as permitted by Minnesota State law. ~~(Pending feedback from Safety Consultant).~~

~~The Administrator, or designee, will have primary responsibility for implementation and coordination of this policy.~~ All Department Heads and supervisors ~~will be~~are responsible for enforcing~~ement of~~ this policy within their departments and divisions.

~~Smart Phones~~Mobile Hot Spots/Tablets

Department Heads ~~The city~~ may ~~at its discretion~~ provide mobile hotspots or tablets ~~said~~ devices to ~~members of~~ staff as~~it deems appropriate~~ needed. They are responsible for providing ~~Department Heads are responsible for~~ justification for the use of such devices, both initially and on an ongoing basis.

Electronic Mail (E~~e~~-mail)/SMS (T~~t~~ext) Messaging Systems

~~The City e-mail system and City-owned or issued cellular phones are tools to be used for matters directly related to the business activities of the City and as a means to provide services that are efficient, accurate, timely and complete.~~ E-mail messages and text messages~~s~~ are subject to regulation under the Minnesota Data Practices Act.~~–~~ The content of the message determines whether it is ~~a message is~~ public or non-public/private.~~–~~ ~~E-mail is~~Both methods are intended as communication ~~a~~ medium~~s~~, ~~of communication,~~ not for permanent storage or ~~information storage; therefore, e-mail~~neither ~~should not be used for the~~ permanent ~~storage or~~ maintenance of official ~~City~~City records or other ~~City~~City information.~~–~~ ~~Users may receive inappropriate and unsolicited e-mail messages. Any such messages should be reported immediately to the IT department.~~

Inappropriate non-business use of the ~~City~~City e-mail system~~s~~ and cell~~ular~~ phones ~~includes~~include, but is not limited to:

- ~~;~~ T~~the t~~ransmission of non-business audio, graphic or movie files.
- ~~;~~ G~~g~~ames~~,~~; jokes, and~~;~~ ~~instant messaging;~~ chain emails.
- ~~;~~ C~~c~~ontent of an offensive, indecent, or pornographic nature.
- C~~;~~ ~~c~~opyrighted material.
- L~~and l~~arge data files not directly related to ~~City~~City business.

Such~~These~~ items must not be sent or accepted as e~~–~~mail attachments, as they may~~.~~ system ~~These types of files can adversely affect the network or computer performance~~ decrease. performance or

~~even~~ pose a security risk. Users should~~may~~ report any inappropriate or unsolicited e-mail messages to the IT department by taking a screenshot or contacting IT by~~via~~ phone.

Users must practice the utmost respect while texting and may not use text messaging, e-mails, or other City-provided ~~forms of~~ communication systems ~~provided or authorized by the City~~City to harass ~~another~~ employees, citizens, or other individuals. Such actions ~~are "Textual harassment" is considered~~constitute harassment and are~~is~~ subject to investigation and disciplinary action under the City's ~~as described in the~~ Anti-H~~h~~arassment Policy.

~~The~~ ~~City~~City re~~serves~~~~tains~~ the right to use management software to block or eliminate ~~the delivery of~~ junk e- mails (SPAM~~), including e-mails that contain profanity.~~), marketing emails, phishing emails, and~~,~~ emails containing profanity or other inappropriate content~~, etc.,~~ without ~~any~~ notice.

~~When~~ When utilizing ~~city~~City email, ~~or other~~ messaging systems, services, or devices, users must~~are expected to~~ adhere to applicable local, state, and federal laws, including the ~~(i.e.~~ CAN-SPAM Act~~, etc.)~~ to the best of their ability.

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Internet~~/World Wide Web~~

The Internet is available to users for research, education, and communications directly related to the mission, charter, or work tasks of the ~~City~~City. Users must honor copyright laws regarding protected commercial software or intellectual property.~~ Users accessing the~~ Internet use through ~~the City~~City~~'s~~ IT systems must~~should~~ minimize unnecessary network traffic to ensure ~~that might interfere with the ability of others to make~~ effective use of ~~this~~ shared ~~network~~ resources. Users are expected to adhere ~~responsible for adhering~~ to ~~City~~City standards while~~hen~~ browsing the Internet.~~ Failure to do so constitutes a adhere to City standards puts the City and the individual at risk for legal or financial liabilities, potential embarrassment and other consequences, including immediate termination of employment or other disciplinary actions. the above puts the user in violation of this policy and may result in y, as well as potential~~ legal and financial liabilities.

The ~~City~~City retains the right to use management software to monitor and limit Internet ~~end user activity. This software may monitor and limit Internet~~ activity by end users.

Prohibited Use

This list includes, but is not limited to engaging in illegal activities~~,~~; profit or commercial activities~~,~~; or outside employment. ; A~~a~~ny other public office or employment that ~~which~~ is incompatible with ~~City~~City employment responsibilities, as determined by the ~~City~~City Administrator, is also prohibited. Additional prohibited uses include ; ~~-~~wagering, betting, or selling chances; annoying or harassing others ~~individuals~~; and participating in fund~~-~~raising activities unless explicitly approved by the City. ~~, except for City~~City ~~approved activities; P~~any

political or religious activities;, unethical behavior,activities; and accessing or distributing pornographic, obscene, or indecent images or content are strictly forbidden. Furthermore, users may not ; forwarding of junk e-mails, advertisements, and/or chain emails, as these actions violate the policy on appropriate use of its technology systems.

Personal Use

Personal use of City equipment is strongly discouraged.
Although tThe cityCity of Ramsey offers users the privilege of occasional personal use of its technology; it is strongly discouraged.

- Personal use is allowed under the following guidelines listed below and only during break times or before/after normal business hours, as follows:
  - Users must obtain approval from their immediate supervisor prior to personal use of IT systems.
  - ; Oonly CityCity users are to use the computers and computer- -related peripherals.
  - U; users must use their own media (e.g., flash drives, CD's) and paper.
  - No personal files or data are to be stored on the CityCity file serversnetwork.
  - U; users must not use IT systems for items listed above in Prohibited Use.
  -
- E-mail: – E-mail may, on a very limited basis, be used for personal correspondence, as long as it does not interfere with the normal duties of the employee and the above-listed guidelines are followed. – Using the CityCity Internet e-mail to participate in any kind personal listservs or broadcast mailing list is prohibited.
- Desk Telephones: Desk telephones may be used for short, infrequent personal use, as long as it does not interfere with the normal duties of the employee and the above guidelines are followed. Personal long-distance calls from a City land line are prohibited. Inappropriate non-business use of e-mail and the Internet can cause a burden on resources or carry computer viruses. Examples of this includes, but is not limited to: the transmission of non- business audio, graphic or movie files; games; jokes; instant messaging; content of an offensive or pornographic nature; copyrighted material and large data files not directly related to business. These items must not be downloaded from the Internet. These types of files can be large and affect the network or computer performance or carry viruses.
-
- Desk Telephones: Desk telephones may be used for short, infrequent personal use, as long as it does not interfere with the normal duties of the employee and the above guidelines are followed. Employees must pay any costs associated with personal long distancelong-distance calls within 30 days. Personal long-distance calls from a City land line are prohibited.
- Copiers, Fax Machines, and Printers: – Users must will reimburse the cityCity of Ramsey for personal copies, faxes, and print requests, at the rate listed in the CityCity fee schedule. Personal use fees must be reimbursed within 24 hours from the date the expense was incurred.

Personal Social Networking on CityCity-Oowned Eequipment

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Individuals must not use ~~City~~City-owned or operated equipment to post to personal sites, including social networking sites, except during break times or before/after work. Using City-owned or operated equipment is highly discouraged.

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

~~the~~

The ~~city~~City of Ramsey has a duty to protect the reputation of the organization and its employees, as well as guard against ~~any~~ liability and potential legal risks,~~k~~ regardless of when and where social networking activity occurs. ~~-~~ The use of City-owned or operated equipment is highly discouraged, even when off duty. ~~-~~However, if necessary ~~-~~employees must use social media in a manner that adheres to the following guidelines:
~~With this in mind, employees must use social media in a manner that adheres tofollows the following guidelines:~~
I~~i~~ndividuals should use discretion when engaging~~exercise caution and good judgment when~~ ~~social networking~~on social networking sites or ~~/~~apps.~~:~~

- I~~i~~ndividuals shall not imply ~~represent that~~ they are speaking or acting on behalf of the ~~city~~City of Ramsey or presenting its~~any~~ interests ~~of the city~~City of Ramsey.
- ~~;I~~ ~~i~~ndividuals are not permitted to display the ~~city~~City of Ramsey logo on any part of their online profiles.~~;~~
- I~~i~~ndividuals must not port non-public or ~~never have the right to post non-public and~~ confidential information, such as ~~information related to coworkers without first obtaining the individuals' express written consent,~~ personnel data, medical information, ~~or~~ claims or lawsuits against the ~~City~~City, or information about coworkers, without obtaining the express written consent of the individuals involved.~~y~~
- I~~; i~~ndividuals who use personal social media accounts are not immune from the law.

A~~In general, a~~ll users of social networking should be aware that the content of these ~~social networking~~ sites can be subpoenaed and used in criminal and civil trials. ~~–~~ Individuals ~~need to be aware that they~~ have no reasonable expectation of privacy when social networking, and ~~use of~~ personal social media accounts are subject to all pertinent ~~city~~City of Ramsey polices, as well as local, state and federal laws.

~~-~~Content that violates existing ~~City~~City policies – such as ~~that exhibit~~ hate speech, bias, discrimination, pornography, libelous, or otherwise defamatory content ~~-~~ will not be tolerated. Individuals are prohibited from using social networking sites to harass or attack others, including coworkers or those ~~who work for~~associated with the ~~city~~City of Ramsey.

~~City~~City Facebook Ppage or Oother ~~City~~City Ssocial Nnetworking Ssites~~:~~

- Authorized ~~city~~City staff responsible for updating social media sites must exercise~~use~~ the greatest care to portray the ~~City~~City in the ~~possible~~ best light possible.
- If the author of a given post is quoting another individual's comments, the comments must be explicitly identified ~~called out~~ as a quote using ~~with~~ quotation marks.

- In general, all posts should be reviewed by a supervisor and communications staff. I~~,~~ ~~if~~ there is any doubt regarding the appearance~~look~~, tone,~~feel~~ or interpretation of a~~said~~ post, staff shall have the post reviewed by the ~~City~~City Administrator before proceeding.
- All posts to the ~~City~~City's social media sites and other official ~~City~~City publications must comply with these policies.

*I**NFORMATION TECHNOLOGY SECURITY**~~nformation Technology Security~~*

P**urpose**
~~urpose~~To

e~~E~~nsure the security of~~e~~, protect, and allow only appropriate access to ~~city~~City of Ramsey IT systems and resources.

L**ogins and Passwords**~~ogins and Passwords~~

All users must use and maintain ~~unique IT-issued login IDs~~login credentials for computer and network-related access.~~–~~ ~~Login IDs~~These ~~are~~credentials are not to be shared with others~~, and corresponding passwords must remain confidential.~~ ~~–~~. Multi-user or generic login IDs are permissible only in special circumstances approved and maintained by IT. ~~-~~User ~~passwords~~ login credentials must adhere to the ~~following~~ requirements set forth by the Logis Member Security Policy. Password requirements are displayed on~~shown at~~ computer login screens. Longer passphrases can be used to increase the change interval.~~:~~

~~o Have a minimum of at least six alphanumeric characters in length~~Passphrases of 20 characters or more are exempt from some complexity requirements~~,~~ and can be renewed once every 365 days.
~~o Must be changed every 90 days~~
~~o Have at least one numeric digit as well as letters, for example: 1FishTwoFish~~
~~o Have not been previously used in the last five password rotations~~
~~o Automatic screen lock is initiated after 15 minutes of inactivity.~~

Appropriate network access shall be assigned by the IT department to each user~~login ID, and.~~ ~~users may only log into computers and equipment with their assigned login ID. Passwords~~ Login credentials are not to be shared with anyone.~~, and will be forced to change periodically.~~ New passwords should avoid~~not be~~ easily guessed items; ~~, such as~~for example, ~~:~~ birthdays, family names, or pet names~~, etc~~.~~–~~ I~~f is in~~ an employee~~'s best interest that~~ ~~Any employee who if they~~ forgets~~s~~ their password or suspects~~s~~ that their password's security has been compromised, ~~-~~they should contact the IT department immediately.~~.~~

P**hysical Security** ~~hysical Security~~

- ~~City~~City users are expected to provide reasonable security to their computer workstations and related IT equipment.~~–~~ This includes ensuring that passwords are not written down in

accessible places, removable media must be kept in a secured area, and ~~that~~ confidential data is not displayed in ~~such~~ a manner that unauthorized personnel can view it.

- All IT equipment is ~~City~~City property, and ~~must remain on current premises. U~~users may not move IT equipment outside of its assigned area without prior approval from the IT department. ~~Designated p~~Portable equipment, such as projectors, laptop computers, and digital cameras, may be removed from ~~City~~City buildings only for ~~City~~City business by employees ~~only~~. ~~Portable equipment must be reserved and checked out only to City users.~~ Users are expected to provide appropriate "common sense" protection against theft, breakage, environmental damage, and other risks.
-
- Users are required to log off computer workstations when absent for an extended time, such as the end of the day. Users may, however, "lock" their workstation instead when absent for a short period of time, such as during a meeting or over lunch. All computers will lock after 15 minutes of inactivity.

Virus Protection ~~irus Protection~~

All computer workstations, laptops, and servers must be protected from viruses using up- to-date antivirus software. Users may not alter their system's configuration or take other steps to defeat ~~virus protection devices~~security applications, appliances, or systems. All files on removable media must be scanned for viruses before being installed ~~prior to installation~~ onto or accessed from ~~City~~City computer equipment. It is the ~~an~~ employees' responsibility to immediately report ~~A~~any ~~files~~ suspect~~ed or known to contain~~ files, malicious actors, phishing emails, or viruses ~~must be immediately reported~~ to the IT department for proper handling.

Wireless Access ~~ireless Access~~

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

Artificial Intelligence ~~rtificial Intelligence~~

Approved use of Artificial Intelligence (AI) tools within the ~~City~~City of Ramsey must be authorized ~~will be approved~~ by the IT Manager and ~~City~~City Administrator. Upon approval, employees may use low-risk data with AI technology tools to perform work-related tasks. Low-risk data is defined by Minnesota Statutes Chapter 13 as "Public" and is intended to be available to the public. Employees should~~are to~~ assume that developers of AI tools will retain all data entered into the tool. Sharing of medium or high-risk data could be considered a data breach~~,~~ and may be subject to disciplinary action. Employees who ~~If you~~ are unsure whether the data you enter into AI applications is classified as public data should~~,~~ consult the ~~City~~City Clerk or IT Manager. All data created with the use of AI must~~is to~~ be retained in accordance with the ~~City~~City's records retention schedule.

11.4 Vehicle Use Policy

This policy applies to all employees who drive a vehicle on ~~city~~City business, whether driving a ~~city~~City-owned vehicle or their own personal vehicle. The ~~city~~City expects all employees who are required to drive as part of their job to drive safely and legally while on ~~city~~City business and to maintain a good driving record.

The ~~city~~City will examine driving records once per year for all employees who are covered by this policy to determine compliance ~~with this policy~~. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor, who will then notify Human Resources, on the first workday after any temporary, pending, or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter. The ~~city~~City will determine appropriate action on a case-by-case basis.

~~Staff members shall operate City vehicles in a careful and prudent manner and shall obey all laws of the state and all City orders pertaining to such operation. Staff members shall set a proper example for others when operating City vehicles. Any City employee who drives a City vehicle regularly or occasionally in order to conduct City business, must promptly report loss or suspension of a driver's license to their Department Head.~~

The intent of this policy is to ensure appropriate use of ~~City~~City vehicles by municipal employees and to ensure a clear understanding of this policy~~thereof~~.

b. Work-~~-~~related c~~C~~onferences, schools, seminars, and meetings:~~—~~ ~~For purposes of this policy it is intended that T~~t~~raining opportunities during the regular work shift within a 40-mile distance of the work location is considered an acceptable work-related activity, provided ~~in as much as~~ the vehicle will be returned to the work site either during or shortly after the completion of the shift.

c. ~~b.~~ Out-of-town and overnight conferences and schools:~~–~~ For travel lasting more ~~which has a duration of more~~ than one work-day ~~in length~~, ~~or for travel beyond the 40-mile radius noted above,~~ the employee is to utilize a non-fleet vehicle, the use for which will be compensated at the approved rate.~~–~~ Alternatively, upon prior approval of the ~~City~~City Administrator, the employee may use ~~can receive the use of~~ a vehicle previously determined as an excess vehicle by the ~~City~~City Council.

d. ~~c.~~ Lunch hours and authorized breaks:~~—~~ W~~For purposes of this policy w~~hen an employee is scheduled to work at a site other than their normal reporting location, ~~and for Police Officers on duty,~~ use of a ~~City~~City vehicle for travel within ~~one~~ five miles of the ~~the City limits~~ said work location~~,~~ ~~for the purpose of lunch and other authorized breaks~~ shall not be considered personal use.~~.~~

e. ~~d.~~ Overnight use: ~~–~~ A~~It is the intent of this policy that a~~ll municipal vehicles must be~~will have~~ returned to their designated work location by the end of the work shift unless prior written authorization has been received from the ~~City~~City Administrator.

f. ~~e.~~ Personal use: ~~–~~ Personal use of ~~City~~City vehicles by ~~City~~City employees or elected officials is prohibited without the express written consent of the ~~City~~City Administrator or ~~his/her~~ the City Administrator's designee.

11.5 ~~———~~Telecommuting / Remote Work Policy

Definition

Telecommuting is a work arrangement where an ~~the~~ employee~~s~~ works from home or another remote work site away from the primary, traditional work place.

~~Purpose~~Consideration

Consideration for telecommuting arrangements may be made on a case~~-~~-by-~~-~~case basis and only in situations where the employee can demonstrate a benefit to the ~~City~~City. Telecommuting is not appropriate for all employees, it is not a ~~City~~c~~C~~ity-wide benefit or entitlement, it does not alter ~~in no way changes~~ the terms and conditions of employment with the ~~City~~City, ~~and~~and is not a substitute for dependent care.

Participation

Full-time and part-time employees~~, except those under collective bargaining agreements,~~ may apply to participate. To be considered, e~~E~~mployees must have successfully completed probation, received a satisfactory rating on their last performance evaluation, and have not had ~~any~~ disciplinary action taken against them during the past year. Seniority will not be a determining factor in ~~basis for~~ selecting employees to participate in this program. The ~~City~~City Administrator and Department Head must agree to all telecommuting arrangements, and the arrangement may be revoked at any time for any reason.

Part-time employees must have a regular schedule in which they would otherwise work five days per week in the office for at least 28 hours per week. If approved, part-time employees may not work more than one day per week remotely.

General Eligibility

- **Eligible Employees:** ~~–~~ Employees working in the office at least 28 hours per week, five days per week, as their primary role.
- **Ineligible Employees:** Employees working in the office less than 28 hours per week, or those working primary role involves ~~in the~~ fieldwork ~~as their primary role~~.
- All requests meeting the eligibility requirements of this policy will be considered based on individual circumstances; there is~~shall be~~ no guarantee of approval based on job class.

Application Process

The telecommuting application must be completed, detailing ~~indicating~~ how the telecommuting arrangement will benefit the ~~City~~City. All applications must be signed by the Department Head and then forwarded to ~~Human Resources~~Human Resources. The Department Head, ~~Human Resources~~Human Resources, and the ~~City~~City Administrator will evaluate the application to determine whether it ~~or not the application~~ will be approved or denied.~~,~~ Approval is at the sole discretion of the ~~City~~City Administrator. The Department Head will then meet with the employee to communicate the decision~~regarding the determination~~. The Department Head is responsible for ensuring adequate coverage in the office.

Telecommuting Program

It is recommended that employees who telecommute do so for a maximum of two days per week ~~,~~ or on a short-term project basis. The telecommuter and the Department Head should agree upon a regular schedule of work hours and work location. Following the agreed-upon ~~regular~~ work schedule is necessary to ensure maximum accessibility. ~~However~~If needed, the employee must be willing and able to return to the primary work-place at the request of the Department Head, ~~for any reason~~ with minimal notice, ideally later that day, but typically not exceeding ~~but not greater than~~ 48 hour~~' notice~~hour~~s~~' notice. ~~May shorten the 48 hours.~~

An employee's salary, benefits, and job responsibilities will not be affected by participating in telecommuting. Overtime must have prior approval. A remote work site is considered a ~~City~~City work-space; ~~and the employee,~~ therefore, the employee continues to be governed by applicable ~~City~~City policies, procedures, and~~or~~ practices.

~~The employee is to be available for telephone, computer and/or fax communication with the City at the times as agreed by the signers on the application. The employee will respond to telephone calls at the telecommuting work location, and will respond to telephone messages left for the employee at the employee's City work location.~~

The Department Head and telecommuter must establish an agreed~~-~~upon schedule for~~where~~ the telecommuter to contact~~s~~ the office to report progress.

The telecommuting program and associated ~~/or~~ projects must have measurable objectives. For example, tasks such as writing a section of a manual, working on a special project, processing regular business~~,~~ or preparing spreadsheets and financial analyses may benefit from~~is~~ ~~where~~ being completed outside of the "office environment" for improved efficiency. ~~could lead to its accomplishment in a more timely manner~~. or more timely manner~~.~~

Telecommuters may be assigned a different workstation space at the office if it is determined that such a rearrangement better suits office coverage needs arising ~~is better suited by an office rearrangement as a result of~~ the telecommuting agreement.

Employees must adhere to the following requirements and conditions:

- Maintain in-office days as full days in accordance with the as per employee's normal schedule; withoutnot splitting time between thein office and the remote location.
- Be available for virtual meetings, including with a webcam participationat the times, as well as impromptu meetings that may arise.
- Be available for telephone, email, or other communication at all times during scheduled work hours.
- Respond promptly to telephone calls and messages as if working in the office, with a maximum response time of 15 minutes, from the telecommuting work location as if in the office.
- Promptly respond to phone messages and emails from the employee's supervisor or the supervisor's designee immediately or within fifteen minutes, unless the employee is on break or in a virtual meeting.
- Connect their computer to the CityCity network for the entirety of the work-day.
- Maintain an updated Outlook calendars at all times.
- Notify the direct supervisor and direct reports promptly if any unavoidable changes occur to the work schedule. If unavoidable, any changes to an employees work schedule shall be communicated to the employee's direct supervisor and direct reports in a timely manner
- Agree to all costs associated with telecommuting, including such as internet access and 'ancillary equipment,' such as printers., at the employee's cost.
- Telecommuters will Ttake all precautions necessary to secure confidential and /or proprietary information and prevent unauthorized access tointo any CityCity system.

Equipment

If an employee is approved for telecommuting and the project requires the use of a computer, the CityCity shall provide the telecommuter a CityCity-issued computer equipped with Virtual Private Network (VPN) and as well as soft-phone software that allows the telecommuter to make and receive phone calls form their CityCity--assigned office phone number.– The telecommuter must have access to any required technology to complete their tasks, such as virtual meeting software and hardware, financial software, agenda software, and other necessary toolsetc.– If the telecommuter desires a printer or other computer equipment, the cost of the equipment, maintenance, repair, of the equipment, equipment insurance, electricity, cityCity, and/or phone lines will bare the employee's responsibility unless otherwise approved by the CityCity Administrator. The cost of installing and licensing software will be covered by at the CityCity, provided 's expense as long as a software license already exists for that particular user.

In the case where an employee owns a personal computer, the employee must provide a copy of the appropriate documents to verify that the software being used is legally licensed and receive is utilizing virus-detection. training from This will need to be verified for the IT Division. The City assumes no liability for loss, damage or wear of employee-owned equipment.Due to security concerns, the telecommuters are prohibited from using shall not use a personal computers for purposes of telecommuting purposes. The CityCity assumes no liability for loss, damage or wear of employee-owned equipment. If the IT Division determines that the telecommuter is using a computer with software installed that is not properly licensed

and/or does not receive virus protection, the telecommuting agreement may be terminated, and disciplinary action may be followed as outlined in the ~~s per the~~ Personnel Policy and union contracts.

~~Telecommuters will take all precautions necessary to secure confidential and/or proprietary information and prevent unauthorized access into any City system.~~

~~City~~City supplied s~~S~~oftware and /h~~H~~ardware shall include the following:

- A c~~C~~omputer (desktop or laptop)
- ~~,~~Virtual Private Network (VPN)
- ~~,~~Softphone or Cell Phone software to "~~"~~twin"~~"~~ with office phone
- C~~ and c~~ustomary ~~software on the~~ desktop software

Insurance

The employee will be covered by Worker's Compensation while working at the designated telecommuting ~~work~~ address during the hours specified in ~~of work as indicated on~~ the Telecommuting Application. The ~~city~~City of Ramsey's liability is limited to injuries directly resulting ~~directly~~ from ~~the~~ work and occurring ~~only if the injury occurs~~ in the designated work area. C~~Any c~~laims will be handled according to standard~~regular~~ Workers' Compensation procedures. If injured while telecommuting, the employee ~~should~~ must~~shall~~ follow the established ~~appropriate~~ procedures for reporting the injury. F~~Other f~~amily members, ~~or~~ visitors, or others present at ~~to~~ the telecommuting ~~work~~ address are not covered by the ~~City~~City's Worker~~'~~s' Compensation program, and t~~. T~~he ~~city~~City assumes no liability for ~~of Ramsey is not liable for any~~ injuries of these individuals. ~~to family members, visitors, or others in the employee's home. Employees should consider carrying insurance to cover these instances.~~

Telecommuters working at home are required to~~will have a designated space~~ maintain~~ed~~ a designated workspace. ~~by the employee.~~ With advance notice, the City ~~employer~~ may visit the work site to ensure that ~~that~~ safe work~~ing~~ conditions exist. For projects involving extensive computer use, employees~~staff~~ may request a ergonomics evaluation of their workspace ~~work area. to be conducted virtually~~ by one of the ~~City~~City's trained ergonomics assessors.

Expenses

The ~~City~~City will not reimburse the employee for ~~any~~ expenses incurred ~~the employee incurs~~ to participate in telecommuting. This includes costs related to equipment, utilities, supplies, and furniture. However, t~~T~~he ~~City~~City will provide a ~~small and~~ reasonable supply of basic office items, ~~number of office supplies (~~such as pens, paper, post-it notes, and paper clips~~,)~~ for use by the telecommuter.

Travel time from the employee's home to the regular workplace is not ~~compensat~~compensable~~ory~~, even if the employee is schedule to telecommute on the same day.~~reports to the regular workplace on a day scheduled for telecommuting.~~

SECTION 12 DRUG-FREE WORKPLACE

~~*Drug Free Workplace Policy*~~

~~DRUG FREE WORKPLACE~~

In accordance with federal law, the ~~city~~City of Ramsey has adopted the following policy on drugs in the workplace:

a) ~~A.~~ Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the ~~city~~City's intent and obligation to provide a drug-free, safe and secure work environment.

~~B.~~

b) The unlawful manufacture, distribution, possession, or use of drugs on ~~city~~City property or while conducting ~~city~~City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

~~C.~~

c) ~~———~~The ~~city~~City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.

d)

~~D.~~ ~~———~~Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting ~~city~~City business. A report of the conviction must be made within five days after the conviction as required by the Drug-Free Workplace Act of 1988.

12.1

Drug, Alcohol, and Cannabis Testing and the Drug-Free Workplace Act

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POLICY FOR NON-COMMERCIAL DRIVERS (NON-DOT) ~~olicy for Non-Commercial Drivers (Non-DOT)~~

Purpose and Objectives

The ~~city~~City of Ramsey ("~~city~~City") has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers as well as themselves. The ~~city~~City of Ramsey does not intend to intrude into the private lives of its employees, but strongly believes that a drug, alcohol and cannabis-free workplace is in the best interest of employees and the public alike. Alcohol, drug, and cannabis abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers' compensation claims, higher insurance rates, and an increase in theft of ~~city~~City property. The ~~city~~City of Ramsey 's Drug, Alcohol and Cannabis Testing Non-DOT policy has been established for the purpose of providing a safe workplace for all.

~~City~~City employees and applicants required to hold a commercial driver's license (CDL) by the United States Department of Transportation ("DOT") for their job will be tested under the ~~city~~City's Policy on Controlled Substance and Alcohol Testing for Commercial Drivers (the "DOT Policy"). All other employees and job applicants offered employment with the ~~city~~City must undergo testing as described by this policy.

To ensure the policy is clearly communicated to all employees and applicants to whom offers of employment have been made, and to comply with state law, employees and applicants are required to review this policy and sign the "policy acknowledgement~~.~~". A job applicant will also acknowledge in this form that they understand that passing the drug test is a requirement of the job.

Persons Subject to Testing and Circumstances Under Which Testing May Be Required
Under this policy, the ~~city~~City may test any applicant to whom an offer of employment has been made and may test employees for alcohol and/or drugs, including cannabis, under the following circumstances with a properly accredited or licensed testing laboratory, in accordance with Minn. Stat. § 181.953, subd. 1.

1. Pre-Employment Testing:
Every job applicant offered employment with the ~~city~~City receives the offer conditioned upon successful completion of drug test, and/or an alcohol or cannabis test, if applicable, among other conditions. The ~~city~~City will not request or require a job applicant to undergo cannabis testing related to "lawful consumable products" pursuant to Minn. Stat. § 181.938, including alcohol, cannabis, lower-potency hemp edibles, and hemp-derived consumer products, except with respect to the categories of positions listed below in the definition of "Drug" or if otherwise required by state or federal law. If the job offer is withdrawn based drug test results, the ~~city~~City will inform the applicant of the reasons for the withdrawal. A failure of the drug or other applicable tests, a refusal to take the test, or failure to meet other conditions of the offer will result in a withdrawal of the offer of employment even if the applicant's provisional employment has begun. A negative or positive dilute test result (following a second collection), which has been confirmed, will also result in immediate withdrawal of an offer of employment to an applicant.

Temporary and seasonal employees are not subject to this policy except for those designated by the hiring department as safety-sensitive positions.

2. Reasonable Suspicion Testing:
Consistent with Minn. Stat. § 181.951, subd. 5, employees will be subject to alcohol and/or drug testing, including cannabis testing, when reasonable suspicion exists to believe that the employee:

- Is under the influence of alcohol, drugs or cannabis; or
- Has violated written work rules prohibiting the use, possession, sale or transfer of drugs, alcohol, or cannabis, while working, while on ~~city~~City property, or while operating ~~city~~City vehicles, machinery or any other type of equipment; or

- Has sustained a personal injury as defined in Minn. Stat. § 176.011, subd. 16 or has caused another employee to sustain an injury or;
- Has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol, drugs or cannabis or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employer to believe that a violation of the ~~city~~City's policies concerning alcohol, drugs or cannabis may have occurred. These observations will be reflected in writing on a Reasonable Suspicion Record Form.

For off-site collection, employees will be driven to the employer-approved medical facility by their supervisor or a designee. For an on-site collection service, the employee will remain on site and be observed by the supervisor or designee. The medical facility or on-site collection service will take the urine, blood or oral liquid ~~-~~testing ~~or blood sample~~ and will forward the sample to an approved laboratory for testing.

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, all ~~city~~City employees, as a condition of continued employment, will agree to abide by the terms of this policy and must notify the Administrative Services Director or ~~their~~ the Administrative Services Director's designee ~~in Human Resources~~ of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. If required by law or government contract, the ~~city~~City will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

~~2.~~3.Treatment Program Testing:

In accordance with Minn. Stat. § 181.951, subd. 6, the ~~city~~City may request or require an employee to undergo drug, alcohol, or cannabis testing, if the employee has been referred by the ~~city~~City for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan. In such a case, the employee may be requested or required to undergo drug or alcohol testing, including cannabis testing, without prior notice during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment program.

~~3.~~4.Routine Physical Examination Testing:

The ~~city~~City may request or require an employee to undergo drug and/or alcohol testing—but not cannabis testing, except for the categories of positions listed above for which cannabis is considered a drug or unless otherwise required by state of federal law–as part of a routine physical examination. The ~~city~~City, in accordance with Minn. Stat. § 181.951, subd. 3, will request or require this type of testing no more than once annually, and the employee will be provided with at least two weeks' written notice that the test will be required as part of the physical examination.

~~4.~~5.Random Testing:

In accordance with Minn. Stat. § 181.951, subd. 4, the ~~city~~City may require an employee to submit to random drug, alcohol, and cannabis testing, if the employee is in a safety-sensitive position.

Right of Refusal~~:~~
Employees and job applicants have the right to refuse to submit to an alcohol, drug, or cannabis test under this policy. However, such a refusal will subject an employee to immediate termination.

If an applicant refuses to submit to applicant testing, any conditional offer of employment will be withdrawn.

Any intentional act or omission by the employee or applicant that prevents the completion of the testing process constitutes a refusal to test.

An applicant or employee who substitutes, or attempts to substitute, or alters, or attempts to alter a testing sample is considered to have refused to take a drug alcohol or cannabis test. In such a case, the employee is subject to immediate termination of employment, and in the case of an applicant, the job offer will be immediately withdrawn.

Refusal on Religious Grounds~~:~~
An employee or job applicant who, on religious grounds, refuses to undergo drug and/or alcohol testing, including cannabis testing, of a blood sample will not be considered to have refused testing, unless the employee or job applicant also refuses to undergo drug, alcohol, or cannabis testing of a urine or oral liquid sample.

Cost of Required Testing~~:~~
The ~~city~~City will pay for the cost of pre-employment, post-accident, random, and reasonable suspicion alcohol and drug testing requested or required of all job applicants and employees. The driver must pay for the cost of all requested confirmatory re-tests, return-to-duty, and follow-up testing.

PROBITION AGAINST DRUGS AND ALCOHOL ~~rohibition against Drugs and Alcohol~~

Use and Possession of Alcohol or Drug(s)~~:~~
Employees are prohibited from the use, possession, transfer, transportation, manufacture, distribution, sale, purchase, solicitation to sell or purchase, or dispensation of alcohol, drugs, including cannabis, or drug paraphernalia, while on duty; while on ~~city~~City premises; while operating any ~~city~~City vehicle, machinery, or equipment; or when performing any ~~city~~City business, except (1) pursuant to a valid medical prescription used as properly instructed; (2) the use of over-the-counter drugs used as intended by the manufacturer; or (3) when necessary for approved law enforcement activity.

Besides having a zero-tolerance policy for the use or possession of alcohol, illegal drugs, or misused prescription drugs on the worksite, we also prohibit the use, possession of, impairment by any cannabis or medical cannabis products (e.g., hash oils, edibles or beverages containing

cannabinoids, or pills) on the worksite by a person working as an employee at the ~~city~~City or while "on call" and subject to return to work.

Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by that drug here. Likewise, the fact that cannabis may be lawfully purchased and consumed does not permit anyone to use, possess, or be impaired by them here. The federal government still classifies cannabis as an illegal drug, even though some states, including Minnesota, have decriminalized its possession and use. There is no acceptable concentration of marijuana metabolites in the blood or urine or oral liquid of an employee who operates our equipment or vehicles or who is on one of our worksites. Applicants and employees are still subject to being tested under our drug, alcohol and cannabis testing policy.

Employees are subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

While Impaired by Alcohol, Drugs or Cannabis~~:~~

Employees are prohibited from being under the influence of alcohol or drugs, including cannabis, or having a detectable amount of an illegal drug in the blood, ~~ or~~ urine or oral liquid when reporting for work; while on duty; while on the ~~city~~City's premises; while operating any ~~city~~City vehicle, machinery, or equipment; or when performing any ~~City~~City business, except (1) pursuant to a valid medical prescription used as properly instructed; or (2) the use of over-the-counter drug used as intended by the manufacturer.

Driving While Impaired~~:~~

A conviction of driving while impaired in a ~~city~~City-owned vehicle at any time during business or non-business hours, or in an employee-owned vehicle while conducting ~~city~~City business, may result in discipline, up to and including discharge.

Criminal Drug Convictions~~:~~

Any employee convicted of any criminal drug statute must notify their ~~his or her~~ supervisor and the Administrative Services Director or the Administrative Services Director's ~~their~~ designee in Human Resource in writing of such conviction no later than five days after such conviction. Within 30 days after receiving notice from an employee of a drug-related conviction, the ~~city~~City will take appropriate personnel action against the employee up to and including discharge or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program as an alternative to termination. In the event notice is not provided to the supervisor and the employee is deemed to be incapable of working safely, the employee will not be permitted to work and will be subject to disciplinary action, including dismissal from employment. In accordance with the Federal Drug-Free Workplace Act of 1988, if the ~~city~~City is receiving federal grants or contracts of over $25,000, the ~~city~~City will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

Failure to Disclose Lawful Drugs~~:~~
Employees taking a lawful drug, including prescription and over-the-counter drugs or cannabis, which may impair their ability to perform their job responsibilities or pose a safety risk to themselves or others, must advise their supervisor of this before beginning work. It is the employee's responsibility to seek out written information from ~~his/her~~their physician or pharmacist regarding medication and any job performance impairment and relay that information to ~~his/her~~their supervisor. In the event of such a disclosure, the employee will not be authorized to perform safety-sensitive functions.

REVIEW AND NOTIFICATION OF TEST RESULTS ~~eview and Notification of Test Results~~

Notification of Negative Test Results~~:~~
In the case of job applicants and in accordance with Minn. Stat. § 181.953, ~~Human Resources~~Human Resources will notify a job applicant of a negative drug result within three days of receipt of result by the ~~city~~City, and the hiring process will resume. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the ~~city~~City within three working days of the confirmatory test result. A "Negative Test Results Notification" form will be sent to the job applicant, and the job applicant may request a copy of the test result report from ~~Human Resources~~Human Resources. In the case of current employees and in accordance with Minn. Stat. § 181.953, ~~Human Resources~~Human Resources will notify the employee of a negative drug and/or alcohol result within three days of receipt of result by the ~~city~~City. A "Negative Test Results Notification" form will be sent to the employee, and he or she may request a copy of the test result report from ~~Human Resources~~Human Resources.

Notification of Positive Test Results~~:~~
In the event of a confirmed positive blood, ~~or~~ urine or oral liquid alcohol drug, or cannabis test result, the ~~city~~City will notify the employee of a positive result within three days of receipt of the result. ~~Human Resources~~Human Resources will send to the employee or job applicant a "Positive Test Results Notification" letter containing further instructions. The employee or job applicant may contact ~~Human Resources~~Human Resources to request a copy of the test result report if desired. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the ~~city~~City within three working days of the confirmatory test result.

Right to Provide Information after Receiving Test Results~~:~~
Within three working days after notice of a positive drug, alcohol, or cannabis test result on a confirmatory test, the employee or job applicant may submit information to the ~~city~~City to explain the positive result. In accordance with Minn. Stat. § 181.953, subd. 10, if an employee submits information either before a test or within three working days after a positive test result that explains the positive test result, (such as medications the employee is taking), the ~~city~~City will not take an adverse employment action based on that information unless the employee has already been under an affirmative duty to provide the information before, upon, or after hire.

Right to Confirmatory Retest~~:~~
A job applicant or employee may request a confirmatory retest of the original sample at the job applicant's or employee's own expense after notice of a positive test result on a confirmatory

test. Within five working days after notice of the confirmatory test result, the job applicant or employee must notify the ~~city~~City in writing of the job applicant's or employee's intention to obtain a confirmatory retest. Within three working days after receipt of the notice, the ~~city~~City will notify the original testing laboratory that the job applicant or employee has requested the laboratory to conduct the confirmatory retest or transfer the sample to another qualified laboratory licensed to conduct the confirmatory retest. The original testing laboratory will ensure the control and custody procedures are followed during transfer of the sample to the other laboratory. In accordance with Minn. Stat. § 181.953, subd. 3, the laboratory is required to maintain all samples testing positive for a period of six months. The confirmatory retest will use the same drug and/or alcohol threshold detection levels as used in the original confirmatory test.

In the case of job applicants, if the confirmatory retest does not confirm the original positive test result, the ~~city~~City's job offer will be reinstated, and the ~~city~~City will reimburse the job applicant for the actual cost of the confirmatory retest. In the case of employees, if the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test will be taken against the employee, the employee will be reinstated with any lost wages or salary for time lost pending the outcome of the confirmatory retest result, and the ~~city~~City will reimburse the employee for the actual cost of the confirmatory retest.

Access to Reports~~:~~
In accordance with Minn. Stat. § 181.953, subd. 10, an employee will have access to information contained in his or her personnel file relating to positive test results and to the testing process, including all information gathered as part of that process.

Dilute Specimens~~:~~
A negative or positive dilute test result (following a second collection) which has been confirmed will subject an employee to immediate termination.

***C*ONSEQUENCES FOR EMPLOYEES ENGAGING IN PROHIBITED CONDUCT**
~~***onsequences for Employees Engaging in Prohibited Conduct***~~

Job Applicants~~:~~
The ~~city~~City's conditional offer of employment will be withdrawn from any job applicant who refuses to be tested or tests positive for illegal drugs as verified by a confirmatory test.

Employees~~:~~

- No Adverse Action without Confirmatory Test.~~–~~ The ~~city~~City will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee based on a positive test result from an initial screening test that has not been verified by a confirmatory test.
- Suspension Pending Test Result.~~–~~ The ~~city~~City may temporarily suspend a tested employee with or without pay or transfer that employee to another position at the same rate of pay pending the outcome of the requested confirmatory retest, provided the ~~city~~City believes that it is reasonably necessary to protect the health or safety of the employee, co-employees, or the public.

The employee will be asked to return home and will be provided appropriate arrangements for return transportation to his or her residence. In accordance with Minn. Stat. § 181.953, subd. 10, an employee who has been suspended without pay will be reinstated with back pay if the outcome of the requested confirmatory retest is negative.

DISCIPLINE AND DISCHARGE~~iscipline and Discharge:~~

Confirmatory Positive Test Result~~:~~
The ~~city~~City will not discharge an employee for a first confirmatory positive test unless the following conditions have been met:

- The ~~city~~City has first given the employee an opportunity to participate in either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the ~~city~~City after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency. Participation by the employee in any recommended substance abuse treatment program will be at the employee's own expense or pursuant to the coverage under an employee benefit plan. The certified chemical use counselor or physician trained in the diagnoses and treatment of chemical dependency will determine if the employee has followed the rehabilitation program as prescribed; and
- The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a refusal to test or positive test result on a confirmatory test after completion of the program.

Other Misconduct~~:~~
Nothing in this policy limits the right of the ~~city~~City to discipline or dismiss an employee on grounds other than a positive confirmatory test result, including conviction of any criminal drug statute for a violation occurring in the workplace or violation of other ~~city~~City personnel policies.

Emergency Call Back to Work Provisions~~:~~
If an employee is called out for a ~~city~~City emergency and he or she reports to work and is suspected of being under the influence of drugs, alcohol, or cannabis he or she will not be subject to the testing procedures of this policy but will not be allowed to work. Appropriate arrangements for return transportation to the employee's residence will be made. It is the sole responsibility of the employee who is under the influence of alcohol, drugs or cannabis and who is called out for a ~~city~~City emergency, to notify his or her supervisor of this information and advise if he or she is unable to respond to the emergency call back.

Non-Discrimination
The ~~city~~City of Ramsey policy on work-related substance abuse is non-discriminatory in intent and application; however, in accordance with Minn. Stat., ch. 363, disability does not include conditions resulting from alcohol or other drug or cannabis abuse which prevents an employee from performing the essential functions of the job in question or constitutes a direct threat to

property of the safety of individuals. Furthermore, the ~~city~~City will not retaliate against any employee for asserting his or her rights under this policy.

~~City~~City's Employee Assistance Program
The ~~city~~City has in place a formal employee assistance program (EAP) to assist employees in addressing serious personal or work-related problems at any time. The ~~city~~City's EAP provides confidential, cost-free, short-term counseling to employees and their families. Employees who may have an alcohol, cannabis, or other drug abuse problem are encouraged to seek assistance before a problem affects their employment status. Employee assistance program services are available by contacting your health insurance company or as listed on the ~~City~~City's employee intranet site.

Policy Contact for Additional Information
If you have any questions about this policy or the ~~city~~City's drug, alcohol and cannabis testing procedures, you may contact the Administrative Services Director or the Administrative Services Director's designee to obtain additional information.

By this policy, the ~~city~~City of Ramsey has established a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace and its policy of maintaining a drug-free workplace. Each ~~city~~City employee will receive a copy of this policy and will be required to read it.

DEFINITIONS~~efinitions~~

Alcohol: Means the intoxicating agent in beverage alcohol or any low molecular weight alcohols such as ethyl, methyl, or isopropyl alcohol. The term includes but is not limited to beer, wine, spirits, and medications such as cough syrup that contain alcohol.

Alcohol use or usage: Means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Applicant: Means a person applying for a job with the ~~city~~City.

Cannabis: Means cannabis and its metabolites, including cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products.

Cannabis testing: Mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, subd.1, for the purpose of measuring their presence or absence of cannabis in the sample tested.

~~City~~City: Means the ~~city~~City of Ramsey.

~~City~~City premises: Means, but is not limited to, all ~~city~~City job sites and work areas. For the purposes of this policy, ~~city~~City premises also includes any other locations or modes of transportation to and from those locations while in the course and scope of employment of the ~~city~~City.

~~City~~**City vehicle:** Means any vehicle which employees are authorized to use solely for ~~city~~City business when used at any time; or any vehicle owned or leased by the ~~city~~City when used for ~~city~~City business.

Collection site: Means a place designated by the ~~city~~City where job applicants and employees present themselves for the purpose of providing a specimen of their breath, urine, oral liquid and/or blood to be analyzed for the presence of drugs and alcohol.

Confirmatory test: Means a drug, alcohol or cannabis test on a sample to substantiate the results of a prior drug, alcohol test or cannabis on the same sample, and that uses a method of analysis allowed under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

Drug: Includes any "controlled substance" as defined in Minn. Stat. § 152.01, subd. 4, and also includes all cannabinoids, including those that are lawfully available for public consumption that do not otherwise qualify as being a "controlled substance" as defined in Minn. Stat. § 152.01, subd. 4. Cannabis and its metabolites are considered a "drug" for positions in the following categories, regardless of the kind of testing involved: safety sensitive positions; peace officer positions; firefighter positions; positions requiring face-to-face care, training, education, supervision, counseling or medical assistance to children, vulnerable adults or patients receiving treatment, examination or emergency care for a medical, psychiatric or mental condition; positions requiring a commercial driver's license or requiring the employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing; positions funded by a federal grant; or other positions for which state or federal law requires testing of a job applicant or employee.

Drug and/or alcohol testing, and drug and/or alcohol test: Mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, subd.1, for the purpose of measuring their presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" do not include cannabis or cannabis testing, unless stated otherwise.

Drug paraphernalia: Has the meaning set forth in Minn. Stat. § 152.01, subd. 18.

Employee: Means a person who performs services for compensation for the ~~city~~City and includes independent contractors except where specifically noted in this policy.

Initial screening test: Means a drug, alcohol, or cannabis test that uses a method of analysis under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

Job applicant: Means a person who applies to become an employee of the ~~city~~City and includes a person who has received a job offer made contingent on the person passing drug testing.

Positive test result: Means a finding of the presence of alcohol, drugs, cannabis or their metabolites that exceeds the cutoff levels established by the ~~city~~City. Minimum threshold detection levels are subject to change as determined in the ~~city~~City's sole discretion.

Random selection basis: Means a mechanism for selection of employees that (1) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected, and (2) does not give an employer discretion to waive the selection of any employee selected under the mechanism.

Reasonable suspicion: Means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

Safety-sensitive position: Means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, and/or cannabis usage would threaten the health or safety of any person.

Under the influence: Means (1) the employee tests positive for alcohol drugs, or cannabis or (2) the employee's actions, appearance, speech, and/or bodily odors reasonably cause the ~~city~~City to conclude that the employee is impaired because of illegal drug use or alcohol use.

~~**Drug, Alcohol and Cannabis Testing for Commercial Drivers Policy**~~

POLICY FOR DRUG, ALCOHAL AND CANNABIS TESTING FOR COMMIRECIAL DRIVERS (DOT)

Purpose and Objectives

The ~~City~~City of Ramsey ("~~City~~City") has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers as well as themselves. The ~~City~~City is concerned about providing a safe workplace for its employees, and while the ~~City~~City does not intend to intrude into the private lives of its employees, it is the goal to provide a work environment conducive to maximum safety and optimum work standards. Alcohol and drug abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers' compensation claims, higher insurance rates, and an increase in theft of ~~city~~City property. The use, possession, manufacture, sale, transportation, or other distribution of controlled substance or controlled substance paraphernalia and the unauthorized use, possession transportation, sale, or other distribution of alcohol is contrary to this policy and jeopardizes public safety.

In response to regulations issued by United States Department of Transportation ("DOT"), the ~~City~~City has adopted this Policy on Alcohol and Controlled Substances for employees who hold a commercial driver's license (CDL) to perform their duties.

Given the significant dangers of alcohol and controlled substance use, each applicant and driver must abide by this policy as a term and condition of hiring and continued employment. Moreover, federal law requires the ~~City~~City to implement such a policy.

To ensure this policy is clearly communicated to all drivers and applicants, and in order to comply with applicable federal law, drivers and applicants are required to review this policy and sign the "Certificate of Receipt" portion.

Because changes in applicable law and the ~~City~~City's practices and procedures may occur from time to time, this policy may change in the future, and nothing in this policy is intended to be a contract, promise, or guarantee the ~~City~~City will follow any particular course of action, disciplinary, rehabilitative or otherwise, except as required by law. This policy does not in any way affect or change the status of any at-will employee.

Any revisions to the Federal Omnibus Transportation Employee Testing Act and Federal Motor Carrier Safety Administration (FMCSA) regulations will take precedent over this policy to the extent the policy has not incorporated those revisions.

Persons Subject to Testing and~~&~~ Types of Tests
All employees are subject to testing who job duties include performing "safety-sensitive duties" on ~~City~~City vehicles that:

1. Have a gross combination weight rating or gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or
2. Have a gross vehicle weight rating or gross vehicle weight of 26,0001 or more pounds whichever is greater; or
3. Are designed to transport 16 or more passengers, including the driver; or
4. Are of any size and are used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

The following functions are considered safety-sensitive:

- Aall time waiting to be dispatched to drive a commercial motor vehicle.
- Aall time inspecting, servicing, or conditioning a commercial motor vehicle.
- Aall time driving at the controls of the commercial motor vehicle.
- all other time in or upon a commercial motor vehicle (except time spent resting in a sleeper berth).
- Aall time loading or unloading a commercial motor vehicle, attending the same, giving or receiving receipts for shipments being loaded or unloaded, or remaining in readiness to operate the vehicle.
- Aall time repairing, obtaining assistance, or attending to a disable commercial motor vehicle.

The ~~City~~City may test any applicant to whom a conditional offer of employment has been made and any driver for controlled substance and alcohol under any of the following circumstances:

Pre-Employment Testing~~.~~
All applicants, including current employees seeking a transfer, applying for a position where duties include performing safety-sensitive duties described above, will be required to take a drug test prior to the first time a driver performs a safety-sensitive function for the ~~City~~City. A driver may not perform safety-sensitive functions unless the driver has received a controlled substance test result from the Medical Review Officer ("MRO") indicating a verified negative test result. In addition to ~~pre-employment controlled~~pre-employment-controlled substance testing, applicants will be required to authorize in writing former employers to release alcohol test results of .04 or greater, positive controlled substance test results, refusals to test, other violations of drug and alcohol testing regulations, and completion of return to duty requirements within the preceding three years.

An applicant must provide consent to the ~~city~~City, and successfully pass a full query of the Federal Motor Carrier Safety Administration's Clearinghouse. In addition, at least once a year, the ~~City~~City will conduct a limited query of the Clearinghouse for each currently employed CDL driver. If the limited query reveals that the Clearinghouse has information about resolved or unresolved drug and alcohol program violations by a candidate or current employee, he or she

will be asked to provide electronic consent to a full query of the Clearinghouse (unless he or she has previously provided electronic consent). In the event a full query of the Clearinghouse reveals unresolved violation information for a candidate or current employee, the driver will not be permitted to perform safety-sensitive functions, including the operation of a Commercial Motor Vehicle and, in the case of a candidate, may have their conditional offer of employment rescinded or, in the case of a current employee, may be subject to discipline.

Post-Accident Testing

- As soon as practicable following an accident involving a commercial motor vehicle operating on a public road, the CityCity will test each surviving driver for controlled substances and alcohol when the following occurs:
- The accident involves a fatality or
- The driver receives a citation for a moving traffic violation from the accident and an injury is treated away from the accident scene or
- The driver receives a citation for a moving traffics violation from the accident and a vehicle is required to be towed from the accident scene.

The following chart summarizes when DOT post-accident testing needs to be conducted:

Type of accident involved	Citation issued to the DOT covered CDL driver?	Test must be performed by the CityCity
i. Human fatality	YES	YES
	NO	YES
ii. Bodily injury with immediate medical treatment away from the scene	YES	YES
	NO	NO
iii. Disabling damage to any motor vehicle requiring tow away	YES	YES
	NO	NO

A driver subject to post-accident testing must remain readily available or the driver will be deemed to have refused to submit to testing. This requirement to remain ready for testing does not preclude a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary medical care.

Post-Accident Controlled Substance Testing

Drivers are required to submit a urine or oral liquid sample for post-accident controlledaccident-controlled substance testing as soon as possible. If the driver is not tested within thirty-two (32) hours after the accident, the CityCity will cease its attempts to test the driver and prepare and maintain on file a record stating why the test was not promptly administered.

Post-Accident Alcohol Testing
Drivers are required to submit to post-accident alcohol testing as soon as possible. After an accident, consuming alcohol is prohibited until the driver is tested. If the driver is not tested within two (2) hours after the accident, the ~~City~~City will prepare and maintain on file a record stating why the test was not administered within that time. If eight hours have elapsed since the accident and the driver has not submitted to an alcohol test, the ~~City~~City will cease its attempts to test the driver and prepare and maintain on file a record stating why the test was not administered.

The ~~City~~City may accept the results of a blood or breath test in place of an alcohol test and urine/oral liquid test for the use of controlled substances if:

- The tests are conducted by federal, state, or local officials having independent authority for the test, and
- The tests conform to applicable federal, state, or local testing requirements, and
- The test results can be obtained by the ~~City~~City.

Whenever such a test is conducted by a law enforcement officer, the driver must contact the ~~City~~City and immediately report the existence of the test, providing the name, badge number, and telephone number of the law enforcement officer who conducted the test.

Random Testing.
Every driver will be subject to unannounced alcohol and controlled substance testing on a random selection basis. Drivers will be selected for testing by use of a scientifically valid method under which each driver has an equal chance of being selected each time selections are made. These random tests will be conducted throughout the calendar year. Each driver who is notified of selection for random testing must cease performing safety-sensitive functions and report to the designated test site immediately. It is mathematically possible drivers may be selected be picked and tested more than once, and others not at all.

If a driver is selected for a random test while he or she is absent, on leave or away from work, that driver may be required to undergo the test when he or she returns to work.

Federal law requires the ~~City~~City to test at a rate of at least fifty percent (50%) of its average number of drivers for controlled substance each year, and to test at a rate of at least ten percent (10%) of its average number of drivers for alcohol each year. These minimum testing rates are subject to change by the DOT.

Reasonable Suspicion Testing.
When a supervisor has reasonable suspicion to believe a driver has engaged in conduct prohibited by federal law or this policy, the ~~City~~City will require the driver to submit to an alcohol and/or controlled substance test.

The ~~City~~City's determination that reasonable suspicion exists to require the driver to undergo an alcohol test will be based on "specific, contemporaneous, articulable observations concerning the

appearance, behavior, speech, or body odors of the driver." In the case of controlled substance, the observations may include indications of the chronic and withdrawal effects of a controlled substance.

The required observations for reasonable suspicion testing will be made by a supervisor or other person designated by the ~~City~~City who has received appropriate training in identification of actions, appearance and conduct of a driver which are indicative of the use of alcohol or controlled substance. These observations leading to an alcohol or controlled substance test, will be reflected in writing and signed by the supervisor who made the observations. The record will be retained by the ~~City~~City. The person who makes the determination that reasonable suspicion exists to conduct testing, will not be the person conducting the testing, which shall instead be conducted by another qualified person.

Alcohol testing is authorized only if the observations are made during, just before, or just after the driver has ceased performing such functions. If a reasonable suspicion alcohol test is not administered within two (2) hours following the determination of reasonable suspicion, the ~~City~~City will prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If a reasonable suspicion alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the ~~City~~City will prepare and maintain on file a record stating the reasons the alcohol test was not administered and will cease attempts to conduct the alcohol test.

Notwithstanding the absence of a reasonable suspicion test, no driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol use, nor will the ~~City~~City permit the driver to perform or continue to perform safety-sensitive functions until (1) an alcohol test is administered and the driver's alcohol concentration is less than .02; or (2) twenty-four (24) hours have elapsed following the determination of reasonable suspicion.

Return-T~~t~~o-Duty Testing~~.~~
The ~~City~~City reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policy and collective bargaining agreements. Except as otherwise required by law, the ~~City~~City is not obligated to reinstate or requalify such drivers for a first positive test result.

Should the ~~City~~City consider reinstatement of a DOT covered driver, the driver must undergo a Substance Abuse Professional ("SAP") evaluation and participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a safety-sensitive function. The SAP determines if the driver has completed the education/treatment as prescribed.

The employee is responsible for paying for all costs associated with the return-to-duty test. The controlled substance test will be conducted under direct observation.

Follow-Up Testing~~.~~
The ~~City~~City reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the ~~City~~City is not obligated to reinstate or requalify such drivers.

Should the ~~City~~City reinstate a driver following a determination by a Substance Abuse Professional (SAP) that the driver is in need of assistance in resolving problems associated with alcohol use and/or use of controlled substance, the ~~City~~City will ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency of such follow-up testing will be directed by the SAP and will consist of at least six (6) tests in the first twelve (12) months following the driver's return to duty. Follow-up testing will not exceed sixty (60) months from the date of the driver's return to duty. The SAP may terminate the requirement for follow-up testing at any time after the first six tests have been administered, if the SAP determines such test is no longer necessary. The employee is responsible for paying for all costs associated with follow-up tests.

Follow-up alcohol testing will be conducted only when the driver is performing safety-sensitive functions, or immediately prior to or after performing safety-sensitive functions.

Cost of Required Testing~~.~~
The ~~City~~City will pay for the cost of pre-employment, post-accident, random, and reasonable substance and alcohol testing requested or required of all job applicants and employees. The driver must pay for the cost of all requested confirmatory re-tests, return-to-duty, and follow-up testing.

PROHIBITED CONDUCT ~~rohibited Conduct~~

The following conduct is explicitly prohibited by applicable DOT and FMCSA regulations and therefore constitutes violation of ~~City~~City policy.

Under the Iinfluence of Aalcohol Wwhen Rreporting for Ddduty or Wwhile on Ddduty~~.~~
No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.02, but less than 0.04, will be removed from duty for 24 hours, escorted home and placed on vacation leave or compensatory time off leave for hours missed from work.

On-Duty Use of Alcohol~~.~~
No driver may use alcohol while performing safety-sensitive functions.

Pre-Duty Use of Alcohol~~.~~

No driver may perform safety-sensitive functions within four (4) hours after using alcohol. If an employee has had alcohol within four hours they are to notify their supervisors before performing any safety-sensitive functions.

Alcohol Use Following an Accident.
No driver required to take a post-accident alcohol test may use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.

Refusal to Submit to a Required Alcohol or Controlled Substance Test.
No applicant or driver may refuse to submit to pre-employment, post-accident, random, reasonable suspicion or follow-up alcohol or controlled substance testing.

In the event an applicant or driver does in fact refuse to submit to required alcohol or controlled substance testing, no test will be conducted. Refusal by a driver to submit to controlled substance or alcohol testing will be considered a positive test result, will cause disqualification from performing safety-sensitive functions, and may appear on the driver's permanent record. Drivers who refuse to submit to testing will be subject to discipline, up to an including termination. In accordance with the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse reporting requirements, beginning January 6, 2020, the ~~City~~City will report a driver's refusal to submit to a DOT test for drug or alcohol use to the Clearinghouse within three business days.~~–~~ If an applicant refuses to submit to pre-employment controlled substance testing, any applicable conditional offer will be withdrawn.

For purposes of this section, a driver is considered to have refused to submit to an alcohol or controlled substance test when the driver:

- Fails to provide adequate breath for alcohol testing without a valid medical explanation after he or she has received notice of the requirement for breath testing.
- Fails to provide adequate urine or oral liquid for controlled substance testing without a genuine inability to provide a specimen (as determined by a medical evaluation), after he or she has received notice of the requirement for urine or oral liquid testing.
- Fails to report for testing within a reasonable period of time, as determined by the ~~City~~City.
- Fails to remain at a testing site until testing is complete.
- In the case of directly observed or monitored collection, fails to permit observation or monitoring.
- Fails or declines to take a second test as required by the ~~City~~City and/or collector.
- Fails to undergo a medical examination as directed by the ~~City~~City pursuant to federal law.
- Refuses to complete and sign the alcohol testing form, to provide a breath or saliva sample, to provide an adequate amount of breath, or otherwise cooperate in any way that prevents the completion of the testing process.
- Engages in conduct that clearly obstructs the test process.

Altering or Aattempting to Aalter a Uurine/Oral Liquid -Ssample or Bbreath Ttest.

A driver altering or attempting to alter a urine/oral liquid oral ~~-~~sample or controlled substance test, or substituting or attempting to substitute a urine/oral liquid ~~-~~sample, will be subject to providing a specimen under direct observation. Both specimens will be subject to laboratory testing. In such case, the employee may be subject to immediate termination of employment and any job offer made to an applicant will be immediately withdrawn.

Controlled Substance Use~~.~~
No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver in writing the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. Drivers must forward this information regarding therapeutic controlled substance use to the ~~City~~City immediately after receiving any such advice.

Having a medical marijuana card and/or a cannabis prescription from a physician does not allow anyone to use or possess that drug in the ~~city~~City's workplace. The federal government still classifies cannabis as an illegal drug. There is no acceptable concentration of marijuana metabolites in the urine, oral liquid ~~-~~or blood sample of an employee who performs safety-sensitive duties for the ~~City~~City. Employees are still subject to being tested under our policies, as well as for being disciplined, suspended or terminated after testing positive for cannabis while at work.

Controlled Substance Testing~~.~~
No driver may report for duty, remain on-duty or perform a safety-sensitive function if the driver tests positive for controlled substance.

In addition to the conduct prohibited by applicable DOT and FMCSA regulations, the ~~City~~City also maintains other applicable policies regarding drug and alcohol that are applicable to all employees. For specifics regarding those requirements, refer to the ~~City~~City's policy for non-DOT related drug and alcohol policy.

C*OLLECTION AND TESTING PROCEDURES *~~ollection and Testing Procedures~~

Drivers are required to report immediately upon notification to the collection site. For random tests conducted off site, employees may use a ~~City~~City vehicle to drive to the collection site. Drivers will be expected to provide a photo ID card for identification to the collection staff. All drivers will be expected to cooperate with collection site personnel request to remove any unnecessary outer garments such as coats, sweaters or jackets and will be required to empty their pockets. Collection personnel will complete a Federal Custody and Control Form ("CCF") which drivers providing a sample will sign as well.

Alcohol Testing~~.~~
Employees will be tested for alcohol just before, during, or immediately following performance of a safety-sensitive function. If a driver is also taking a DOT controlled substance test, generally

speaking, the alcohol test is completed before the urine/oral liquid -collection process begins. Screening tests for alcohol concentration will be performed utilizing a non-evidential screening device included by the National Highway Traffic Safety Administration on its conforming products list (e.g., a saliva screening device) or an evidential breath testing device ("EBT") operated by a trained breath alcohol technician ("BAT") at a collection site. An alcohol test usually takes approximately 15 minutes if the result is negative. If a driver's first attempt is positive (with an alcohol concentration of .02 or greater), the driver will be asked to wait at least 15 minutes and then be tested again. The driver may not eat, drink or place anything in ~~his/her~~their mouth (e.g., cigarette, chewing gum) during this time. All confirmation tests will be conducted in a location that affords privacy to the driver being tested, unless unusual circumstances (e.g., when it is essential to conduct a test outdoors at the scene of an accident) make it impracticable to provide such privacy. Any results less than 0.02 alcohol concentration is considered a "negative" test result.

If the driver attempts and fails to provide an adequate amount of breath, ~~he/she~~their will be referred to a physician to determine if the driver's inability to provide a specimen is genuine or constitutes a refusal to test. Alcohol test results are reported directly to the ~~City~~City by the collection site staff.

Controlled Substance Testing~~.~~
The ~~City~~City will use a "split urine specimen" collection procedure for controlled substance testing. Collection of urine specimens for controlled substance testing will be conducted by an approved collector and will be conducted in a setting and manner to ensure the driver's privacy.

Controlled substance testing generally takes about 15 minutes. At the collection site, the driver will be given a sealed container and must provide at least 45 ml of urine or oral liquid for testing. Once the sample is provided the collection personnel will check the temperature and color and look for signs of contamination. The urine is then split into two separate specimen containers (A, or "primary," and B, or "split") with identifying labels and security seals affixed to both. The collection facility will be responsible for maintaining a proper chain of custody for delivery of the sample to a DHHS-certified laboratory for analysis. The laboratory will retain a sufficient portion of any positive sample for testing and store that portion in a scientifically acceptable manner for a minimum 365-day period.

If an employee fails to provide a sufficient amount of urine/oral liquid to permit a controlled substance test (45 milliliters of urine), the collector will discard the insufficient specimen, unless there is evidence of tampering with that specimen. The collector will urge the driver to drink up to 40 ounces of fluid, distributed reasonably over a period of up to three hours, or until the driver has provided a sufficient urine/oral liquid -specimen, whichever occurs first. If the driver has not provided a sufficient specimen within three hours of the first unsuccessful attempt, the collector will cease efforts to attempt to obtain a specimen. The driver must then obtain, within five calendar days, an evaluation from a licensed physician, acceptable to the MRO, who has expertise in the medical issues raised by the employee's failure to provide a sufficient specimen. If the licensed physician concludes the driver has a medical condition, or with a high degree of probability could have, precluded the driver from providing a sufficient amount of urine/oral liquid~~e~~, the ~~City~~City will consider the test to have been canceled. If a licensed physician cannot

make such a determination, the ~~City~~City will consider the driver to have engaged in a refusal to test and will take appropriate disciplinary action under this policy.

The primary specimen is used for the first test. If the test is negative, it is reported to the MRO who then reports the result, following a review of the CCF Form for compliance, to the ~~City~~City. If the initial result is positive or non-negative, a "confirmatory retest" will be conducted on the primary specimen. If the confirmatory re-test is also positive, the result will be sent to the MRO. The MRO will contact the driver to verify the positive result. If the MRO is unable to reach the driver directly, the MRO must contact the ~~City~~City who will direct the driver to contact the MRO.

REVIEW OF TEST RESULTS ~~eview of Test Results~~

The MRO is a licensed physician with knowledge and clinical experience in substance abuse disorders and is responsible for receiving and reviewing laboratory results of the controlled substances test as well as evaluating medical explanations for certain drug test results. Prior to making a final decision to verify a positive test result, the MRO will give the driver or the job applicant an opportunity to discuss the test result, typically through a phone call. The MRO, or a staff person under the MRO's supervision, will contact the individual directly, on a confidential basis, to determine whether the individual wishes to discuss the test result. If the employee or job applicant wishes to discuss the test result:

- The individual may be required to speak and/or meet with the MRO, who will review the individual's medical history, including any medical records provided.
- The individual will be afforded the opportunity to discuss the test results and to offer any additional or clarifying information which may explain the positive test result. If the employee or job applicant, believes a mistake was made at the collection site, at the labor, on a chain-of-custody form, or that the drug test results are caused by lawful substance use, the employee should tell the MRO.
- If there is some new information which may affect the original finding, the MRO may request the laboratory to perform additional testing on the original specimen in order to further clarify the results; and
- A final determination will be made by the MRO that the test is either positive or negative, and the individual will be so advised.

If the MRO upholds the positive, adulterated or substituted drug determination, that test result will be provided to the ~~City~~City. There is no opportunity to explain a positive alcohol test provided in the DOT regulations.

The driver can request the MRO to have the split specimen (the second "B" container) tested at the driver's expense. This includes all costs that may be associated with the re-test. There is no split specimen testing for an invalid result. The driver has 72 hours after they have been notified of the positive result to make this request. If the employee requests an analysis of the split specimen, the MRO will direct the laboratory to send the split specimen to another certified laboratory for analysis.

If an employee has not contacted the MRO within 72 hours, the employee may present information documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the employee from making timely contact. If the MRO concludes there is legitimate explanation for the employee's failure to contact within 72 hours, the MRO will direct the analysis of the split specimen.

If the results of the split specimen are negative, the ~~City~~City may pay for all costs associated with the rest and there will be no adverse action taken against the employee or job applicant.

***N*OTIFICATION OF TEST RESULTS*~~otification of Test Results~~**

Employees~~.~~
The ~~City~~City will notify a driver of the results of random, reasonable suspicion, and post-accident tests for controlled substance if the test results are verified positive and will inform the driver which controlled substance or substances were verified as positive. Results of alcohol tests will be immediately available from the collection agent.

Right to Confirmatory Retest~~.~~
Within seventy-two (72) hours after receiving notice of a positive controlled substance test result, an applicant or driver may request through the MRO a re-analysis (confirmatory retest) of the driver's split specimen. Action required by federal regulation as a result of a positive controlled substance test (e.g., removal from safety-sensitive functions) will not be stayed during retesting of the split specimen. If the result of the confirmatory retest fails to reconfirm the presence of the controlled substance(s) or controlled substance metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing or untestable, the MRO will cancel the test.

Dilute Specimens
Dilute Negatives Creatinine concentration of specimen is equal to or greater than 2 mg/dL, but less than or equal to 5 mg/dL. If the ~~City~~City receives information that a driver has provided a dilute negative specimen, the ~~City~~City will direct a recollection, pursuant to the MRO's direction, under direct observation.

C*ONSEQUENCES FOR DRIVERS ENGAGING IN PROHIBITED CONDUCT*~~onsequences for Drivers Engaging in Prohibited Conduct~~

Job Applicants~~.~~
Any applicable conditional offer of employment will be withdrawn from a job applicant or employee seeking a transfer who refuses to be tested or tests positive for controlled substance pursuant to this policy.

Employees~~.~~
Drivers who are known to have engaged in prohibited behavior with regard to alcohol misuse or use of controlled substance, as defined earlier in this policy, are subject to the following consequences:

- Removal from Safety-Sensitive Functions:
- No driver may perform safety-sensitive functions, including driving a commercial motor vehicle, if the driver has engaged in conduct prohibited by federal law.

No driver who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 may perform or continue to perform safety-sensitive functions for the ~~City~~City, including driving a commercial motor vehicle, until the start of the driver's next regularly scheduled duty, but not less than twenty-four (24) hours following administration of the test.

If a driver tests positive under this policy or is found to have an alcohol concentration of .02 or greater but less than .04, the driver will be removed from safety sensitive duties and escorted home; the driver should not drive home but be escorted to his or her home. The driver will then be placed on vacation leave or compensatory time off leave, for hours missed from work.

Notification of Resources Available
The ~~City~~City will advise each driver who has engaged in conduct prohibited by federal law or who has a positive alcohol or controlled substance test of the resources available to the driver, in evaluating and resolving problems associated with the misuse of alcohol and use of a controlled substance, including the names, addresses, and telephone numbers of Substance Abuse Professionals and counseling and treatment programs. The ~~City~~City will provide this SAP listing in writing at no cost to the driver.

Discipline
The ~~City~~City reserves the right to impose whatever discipline the ~~City~~City deems appropriate in its sole discretion, up to and including termination for a first occurrence, against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the ~~City~~City is not obligated to reinstate or requalify such drivers following a first positive confirmed controlled substance or alcohol test result.

Evaluation, and Return to Duty Testing
Should the ~~City~~City wish to consider reinstatement of a driver who engaged in conduct prohibited by federal law and/or who had a positive alcohol or controlled substance test, the driver must undergo a SAP evaluation, participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a safety-sensitive function. The SAP will determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and controlled substance use and will ensure the driver properly follows any rehabilitation program and submits to unannounced follow-up alcohol and controlled substance testing.

Follow-Up Testing
If the driver passes the return-to-duty test, ~~he/she~~there will be subject to unannounced

follow-up alcohol and/or controlled substance testing. The number and frequency for such follow-up testing will be as directed by the SAP and will consist of at least six tests in the first twelve months. These tests will be conducted under direct observation.

Refusal to Ttest
All drivers and applicants have the right to refuse to take a required alcohol and/or controlled substance test. If an employee refuses to undergo testing, the employee will be considered to have tested positive and may be subject to disciplinary action, up to and including termination. Refer to Refusing to Test provided earlier in this policy.

Responsibility for Cost of Evaluation and Rehabilitation
Drivers will be responsible for paying the cost of evaluation and rehabilitation (including services provided by a Substance Abuse Professional) recommended or required by the CityCity or FMCSA or DOT rules, except to the extent that such expense is covered by an applicable employee benefit plan or imposed on the CityCity pursuant to a collective bargaining agreement.

Reporting to the FMCSA's CDL Drug and Alcohol Clearinghouse
In accordance with the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse reporting requirements, the CityCity will report the following information to the Clearinghouse within three business days:

- A DOT alcohol confirmation test result with an alcohol concentration of 0.04 or greater;
- A negative DOT return-to-duty test result;
- The driver's refusal to submit to a DOT test for drug or alcohol use;
    - Actual knowledge a driver has used alcohol or controlled substances, based on the employer's direct observation, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances, or an employee's admission of alcohol or controlled substance abuse except as provided in § 382.121) of:
        - On duty alcohol use pursuant to § 382.205;
        - Pre-duty alcohol use pursuant to § 382.207;
        - Alcohol use following an accident pursuant to § 382.209;
        - Controlled substance use pursuant to § 382.213;
- The City Employers will also report negative return-to-duty (RTD) test results and the successful completion of a driver's follow-up testing plan as ordered by a SAP.

Loss of CDL License for Traffic Violations in Commercial and Personal Vehicles

Effective August 1, 2005, the FMCSA established strict rules impacting when CDL license holders can lose their CDL for certain traffic offenses in a commercial or personal vehicle. Employees are required to notify their supervisor immediately if the status of their CDL license changes in anyway.

Maintenance and Disclosure of Records

Except as required or authorized by law, the ~~City~~City will not release driver's information that is contained in records required to be maintained by this policy or FMCSA and DOT regulations. Beginning in 2020, the ~~city~~City will be required to query and report to the agency's Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse prior to hiring new drivers, will conduct annual checks of existing CDL-drivers, and will report certain violations of the DOT drug and alcohol testing program for holders of CDLs. In addition, a driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or a controlled substance, including any records pertaining to his or her alcohol or controlled substance tests.

Policy Contact for Additional Information
If you have any questions about this policy or the ~~City~~City's controlled substance and alcohol testing procedures, you may contact the Administrative Services Director or the ~~City~~City Administrator to obtain additional information.

DEFINITIONS~~efinitions~~

Accident:
Means an occurrence involving a commercial motor vehicle operating on a public road which results in a fatality; bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle. The term "accident" does not include an occurrence involving only boarding and alighting from a stationary motor vehicle; an occurrence involving only the loading or unloading of cargo; or an occurrence in the course of the operation of a passenger car or a multipurpose passenger vehicle unless the vehicle is transporting passengers for hire or hazardous materials of a type and quantity that require the motor vehicle to be marked or placarded in accordance with 49 C.F.R. § 177.823; 49 C.F.R. § 382.303(a); 49 C.F.R. § 382.303(f).

Alcohol Concentration (or Content):
Means the alcohol on a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test. 49 C.F.R. § 382.107.

Alcohol Use:
Means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol. 49 C.F.R. § 382.107.

Applicant:
Means a person applying to drive a commercial motor vehicle. 49 C.F.R. § 382.107.

Breath Alcohol Technician or BAT:
Means an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT). 49 C.F.R. § 40.3.

~~City~~**City:** Means ~~City~~City of Ramsey~~[City City Name]~~.

~~City~~**City Premises:**
Means all job sites, facilities, offices, buildings, structures, equipment, vehicles and parking areas, whether owned, leased, used or under the control of the ~~City~~City.

Collection Site:
Means a place designated by the ~~City~~City where drivers present themselves for the purpose of providing a specimen of their urine/oral liquid ~~-~~or breath to be analyzed for the presence of alcohol or controlled substances. 49 C.F.R. § 40.3.

Commercial Motor Vehicle:
Means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle (1) has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whoever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or (2) has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater; or (3) is designed to transport sixteen (16) or more passengers, including the driver; or (4) is of any size and is used in the transportation of materials found to be in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulation. (49 C.F.R. part 172, subpart F) § 382.107.

Confirmation (or Confirmatory) Test:
For alcohol testing means a second test, following a positive non-evidential test, following a positive non-evidential (e.g., saliva) screening test or a breath alcohol screening test with the result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substance testing, "Confirmation (or Confirmatory) Test" means a second analytical procedure to identify the presence of a specific controlled substance or metabolite which is independent of the screen test and which uses a different technique and chemical principal from that of the screen test in order to ensure reliability and accuracy. 49 C.F.R. § 382.107.

Controlled Substance:
Means those substances identified in 49 C.F.R. § 40.85. Marijuana, amphetamines, opioids, (including heroin), phencyclidine (PCP), cocaine, and any of their metabolites are included within this definition. 49 (C.F.R. § 382.107; 49 C.F.R. § 40.85.

Department of Transportation or DOT:
Means the United States Department of Transportation.

DHHS:
Means the Department of Health & Human Services or any designee of the Secretary, Department of Health & Human Services. 49 C.F.R. § 40.3.

Disabling Damage:
Means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs, including damage to motor vehicles that could have been driven, but would have been further damaged if so driven. Disabling damage does not include damage which can be remedied temporarily at the scene of the accident without special tools or parts, tire disablement without other damage even if no spare tire is available, headlight or tail light damage or damage to turn signals, horn or windshield wipers which make them inoperative. 49 C.F.R. § 382.107.

Driver:
Means any person who operates a commercial motor vehicle. This includes, but is not limited to full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors who are either directly employed by or under lease to the ~~City~~City or who operate a commercial motor vehicle at the direction of or with the consent of the ~~City~~City. For purposes of pre-employment testing, the term driver includes a person applying to drive a commercial motor vehicle. 49 C.F.R. § 382.107.

Drug:~~–~~ Has the same meaning as "controlled substance."

Employee seeking a transfer:
Refers to an employee who is not subject to DOT regulations seeking a transfer to a position that will subject them to DOT regulations in the ~~sought after~~sought-after position.

Evidential Breath Testing Device or EBT:
Means a device approved by the National Highway Traffic Safety Administration ("NHTSA") for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices." 49 C.F.R. § 40.3.

Federal Motor Carrier Safety Administration or FMCSA:
Means the Federal Motor Carrier Safety Administration of the United States Department of Transportation.

Medical Review Officer or MRO:
Means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by a controlled substance testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information. 49 C.F.R. § 40.3

Performing (a Safety-Sensitive Function):
Means any period in which a driver is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions. 49 C.F.R. § 382.107.

Positive Test Result:

Means a finding of the presence of alcohol or controlled substance, or their metabolites, in the sample tested in levels at or above the threshold detection levels established by applicable law.

Reasonable Suspicion:
Means a belief a driver has engaged in conduct prohibited by the FMCSA controlled substance and alcohol testing regulations, except when related solely to the possession of alcohol, based on specific contemporaneous, articulable observations made by a supervisor or ~~City~~City official who has received appropriate training concerning the appearance, behavior, speech or body odors of the driver. The determination of reasonable suspicion will be made in writing on a Reasonable Suspicion Record Form during, just preceding, or just after the period of the work day that the driver is required to be in compliance with this policy. In the case of a controlled substance, the observations may include indications of the chronic and withdrawal effects of a controlled substance.

Safety-Sensitive Function:
Means all time from the time a driver begins to work or is required to be in readiness to work until the time he or she is relieved from work and all responsibility for performing work. Safety-sensitive functions include:

- All time at a ~~city~~City plant, terminal, facility, or other property, or on any public property,
- waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- All time inspecting equipment as required by 49 C.F.R. § 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- All time spent at the driving controls of a commercial motor vehicle in operation;
- All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 49 C.F.R. § 393.76);
- All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle. 49 C.F.R. § 382.107.

Screening Test (also known as Initial Test):
In alcohol testing, mean an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in her or her system. Screening tests may be conducted by utilizing a non-evidential screening device included by the National Highway Traffic Administration on its conforming products list (e.g., a saliva screening device) or an evidential breath testing device ("EBT") operated by a trained breath alcohol technician ("BAT"). In controlled substance testing, "Screening Test" means an immunoassay screen to eliminate "negative" urine specimens form further consideration. 49 C.F.R. § 382.107.

Substance Abuse Professional~~"~~ or "SAP":

Means a licensed physician (medical doctor or doctor of osteopathy), licensed or certified psychologist, licensed or certified social worker, licensed or certified employee assistance professional, or licensed or certified addiction counselor (certified by the National Association of Alcoholism and Controlled Substance Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders. 49 C.F.R. § 40.281.

SECTION 13 ACKNOWLEDGEMENT OF RECEIPT OF THE PERSONNEL POLICY

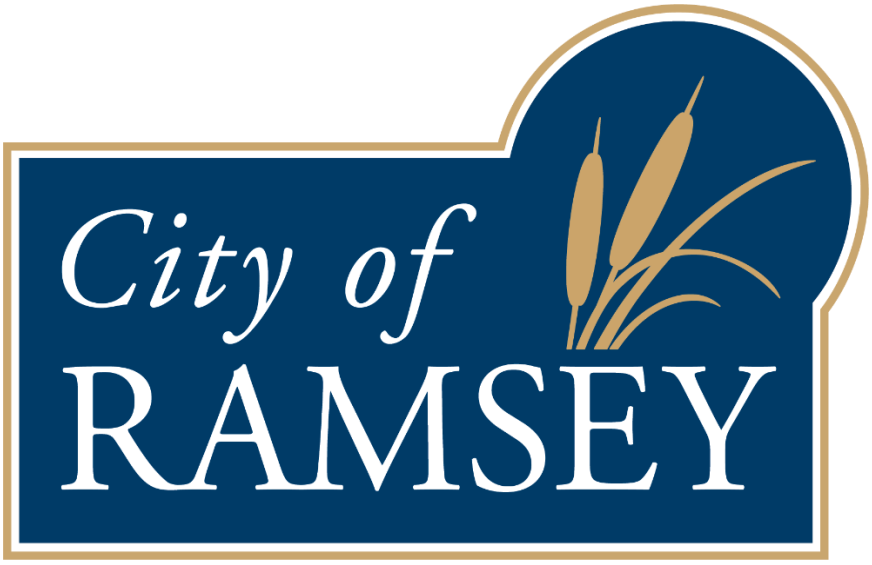
I acknowledge that I have received a copy of the ~~city~~City of Ramsey Personnel Policy.~~–~~ I understand that this document contains important information regarding the ~~City~~City's general personnel policies and my privileges and obligations as an employee.~~–~~ I will familiarize myself with the personnel policy within five (5) business days. ~~and~~ I understand that I am governed by ~~its~~ the ~~-~~contents of the policy.~~–~~ I further understand that the personnel policy is not an employment contract and that the ~~City~~City may change, rescind or add to any policies, benefits, or practices at its sole discretion with or without advance ~~prior~~ notice.
~~City~~

_____ _____
Employee's Signature Date

_____
Employee's Name (typed or printed)

_____ _____
Witness' Signature Date

_____
Witness' Name (typed or printed)



PERSONNEL POLICY

Adopted December 10, 2024
Effective January 1, 2025

Dear City of Ramsey Employee:

The City of Ramsey is a vibrant, growing community that promotes excellence in everything we do and we are pleased to have you on our team.

As part of our team, you are expected to conduct yourself in a consistent manner with the City's mission and vision, core values, guiding principles, and this personnel policy.

This personnel policy was prepared to generally describe the terms, conditions, benefits, rights, and responsibilities of employment. The application of specific sections of this policy to any particular situation may depend on the specific facts or conduct at issue. It is your responsibility to become familiar with this personnel policy within five (5) business days of receiving it. Upon receipt of the personnel policy, you must sign the last page of the policy, entitled "Acknowledgement of Receipt of the City of Ramsey Personnel Policy," and submit it to the Human Resources Office.

I hope you will find the policy informative and useful in making the most of the many opportunities available to you as a City employee.

Should you have questions regarding the personnel policy or any aspect of your employment relationship with the City, please feel free to contact me, Human Resources, your department head or your supervisor.

Sincerely,

Brian Hagen
City Administrator

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SECTION 1 INTRODUCTION

1.1 Purpose

The purpose of this personnel policy is to serve as a reference and as a summary of the City of Ramsey's policies, work rules, and benefits. It is intended to foster a safe, orderly, and disciplined employment environment and promote employee knowledge of what is expected of employees.

This policy replaces, revokes, and supersedes any previous personnel policies, interpretations, or practices, and is only valid until amended or replaced by the City Council. The City reserves the right to modify, revoke, suspend, or change this personnel policy, in whole or in part, at any time, with or without notice, at the sole discretion of the City Council. Any applicable local, state, or federal laws that impose stricter requirements or regulations shall be used in lieu of policies or procedures outlined in this personnel policy.

Additional information or clarification as to each section of this personnel policy may be obtained from your Supervisor, Department Head, Human Resources, the Administrative Services Director or the City Administrator. However, the text of this policy, takes precedence over any inconsistent communication from any City employee or elected official.

Nothing in this personnel policy, or in any other City document, nor anything said or done by a City employee or elected official, may be construed as an employment contract between the City and an employee, a guarantee of continued employment, or a term or condition of employment. The City and the employee both have the right to terminate the employment relationship at any time. Except as modified by an individual contract or a collective bargaining agreement, all employment with the City is considered 'at-will' employment.

1.2 Scope

This policy applies to all employees of the City. The individuals listed below are not City employees; however, any portion of this policy that applies to listed individuals or groups will be noted as such throughout the policy.

1. Elected officials
2. City Attorney
3. Members of City boards, commissions, and committees
4. Consultants and contractors
5. Volunteers (except as specifically noted for paid-on-call firefighters)

If any specific provisions of this policy conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions.

City departments may have special work rules deemed to be necessary and approved by the City Administrator to meet departmental objectives. Each employee will receive a copy of such work rules upon hiring and those rules will be further explained and discussed with the employee by their immediate supervisor.

1.3 Employee Responsibility

It is the employee's responsibility to know and understand thoroughly the policies and topics covered in this personnel policy. Updated material may be added periodically, each employee is responsible for reviewing any new material.

1.4 Data Practices Advisory

Employee records are maintained in a location designated by the City Administrator. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, and for other related purposes.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

1.5 Equal Employment Opportunity Statement

The city of Ramsey is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training. The city of Ramsey will not discriminate against any employee or job applicant for any unlawful reason.

1.6 Personal Communications and Use of Social Media

It is important for City employees to remember that personal communications may reflect on the City, especially if employees are commenting on City business or issues related to City employment. As City representatives, employees share the responsibility of earning and preserving the public's trust in the City. An employee's own personal communications, such as those on social media, can significantly impact the public's perception of all City staff. The following guidelines apply to personal communications, including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements:

- Do not share any private or confidential information you have access to as a result of your City position.
- Any personal communications on a matter of public concern must not disrupt the efficiency of the City's operation, including by negatively affecting morale. In other words, such public comments must not undermine any City department's ability to effectively serve the public. Disruptive personal communications can include liking or republishing

(sharing/retweeting) a social media post of another individual or entity. The City can act on the personal communication that violate this policy, even without waiting for an actual disruption.

- Remember that what you write or post cannot easily be undone, and it may reach a larger audience than you intended. Use common sense when using email or social media. It is a good idea to refrain from sending or posting information or photos you would not want your supervisor or other employees to read, or that you would be embarrassed to see in the newspaper. Keep in mind that harassment, bullying, threats of violence, discrimination, or retaliation concerning a co-worker or between co-workers that would not be permissible in the workplace is also not permissible online, even if done after hours, from home, and on home computers.
- The City expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the City. Avoid using statements, photographs, video or audio that reasonably may be viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of sex, race (including traits associated with race, such as hair texture and hairstyles like braids, locs and twists) national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender identity, or gender expression, status with regard to public assistance, or membership or activity in a local human rights commission.
- If you publish something related to City business and there may be confusion whether you are speaking on behalf of the City, it would be best to identify yourself and use a disclaimer such as, "These are my own opinions and do not represent those of the City of Ramsey.
- Individuals must not use City-owned or operated equipment to post to personal sites, including social networking sites, except during break times or before/after work, when not part of your official duties. Even when off duty, this exce
- City resources, working time, or official City positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples include: a building inspector could not use the City's logo, email, or working time to promote their side business as a plumber; a parks employee should not access a park after hours even though they may have a key; a clerk, while working at City Hall, should not campaign for a friend who is running for City Council.
- Personal social media account name or email names should not be tied to the City (e.g., "City name Cop").

1.7 Media Requests

All City employees have a responsibility to communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be directed to the appropriate department or to the City Clerk.

Any employee who identifies a mistake in reporting should promptly bring it to the attention of the City Administrator or other appropriate staff. Regardless of whether the communication is in the employee's official City role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, and other relevant matters.

Except for routine events and basic information readily available to the public, all requests for interviews or information from the media are to be routed through the City Administrator. No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator or the City Administrator's designee. Media requests include anything intended to be published or viewable by others in any form, such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the City Administrator of the request.
2. If the request is regarding information about City personnel, potential litigation, controversial issues, an opinion on a City matter, or if an employee is unsure if the request is "routine", forward the request to the City Administrator. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as possible." Then, ask the media representative for their name, questions, deadline, and contact information.

All news releases concerning City personnel will be the responsibility of the City Administrator. When/if the City Administrator authorizes a staff person to communicate on behalf of the City in interviews, publications, news releases, on social media sites, and related communications, employees must:

- Identify themselves as representing the City. Account names on social media sites must be clearly connected to the City and approved by the City Administrator.
- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided. For example: "The City finished street cleaning on 16 streets in the northwest corner of the City this past week," rather than "The City is doing a great job with street cleaning this year!" Corrections must be issued when needed.
- Generally, not include personal opinions in official City statements. One exception is communications related to promoting a City service. For example, an employee could post the following on the City's Facebook page: "My family visited Hill Park this weekend and really enjoyed the new band shelter."
- Employees who have been approved to use social media sites on behalf of the City should seek assistance from the City Administrator.
- Notify the City Administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for City business. Employees should be aware that data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

1.8 Unlawful Acts

No person shall knowingly make any false statement, certificate, mark, rating, or report regarding any test, certificate, or appointment held or made under the City personnel system, nor commit or attempt to commit any fraud preventing the impartial execution of this policy.

No person seeking employment or promotion within City service shall, either directly or indirectly, give, render, or pay any money, service, or other valuable consideration to any person in connection with their test, appointment, promotion, or proposed appointment or promotion.

No person shall be employed, promoted, demoted, or terminated by the City or in any way favored or discriminated against for any unlawful reason. Additionally, no person who is over 18 years of age shall be discriminated against with regard to City employment in any way prohibited by the federal and state law, including actions taken in accordance with the Public Employment Labor Relations Act.

1.9 Exceptions

No exception to any provision of this personnel policy may be made except by the City Administrator, the City Administrator's designee (as noted in specific sections of this policy), or the City Council as required under the City's Charter. Such exceptions shall be documented, made only on a case-by-case basis, and only after sufficient findings of fact showing the justification for the exception.

SECTION 2 DEFINITIONS

For purposes of these policies, the following definitions will apply:

Authorized Hours: The number of hours an employee was hired to work. Actual hours worked during any given pay period may differ from authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

Benefits: Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Benefit Earning Employees: Employees who are eligible for at least a pro-rated portion of some City provided benefits. Such employees must be year-round employees who work at least 20 hours per week on a regular basis.

Casual Employee: Temporary employees who periodically work "special projects" for the City, including, but may not be limited to, Election Judges, Happy Days staff, Rink Attendants, Snow Plow Drivers, and other employees working less than 14 hours per week.

Core Hours: The core hours for all employees (exempt and non-exempt) are 8:00 a.m. to 4:30 p.m., Monday through Friday. Police, Fire, and Public Works employees do not have core hours and work the schedules established by their supervisors.

Demotion: The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

Department Head: Employees that are responsible for the efficient administration of their respective departments, including substantial supervisory control of a permanent nature over other employees. Department Heads shall initiate, with the approval of the City Administrator, implement practices, functions, programs and procedures necessary to fulfill the Department Head's responsibilities. All Department Heads report directly to the City Administrator. The City Administrator shall serve as the Department Head for the Administrative Services Department.

Direct Deposit: As permitted by state law, all City employees are required to participate in direct deposit.

Division Heads: Employees that are responsible for the efficient administration of their respective divisions, including substantial supervisory control of a permanent nature over other municipal employees. Division Heads shall initiate, with the approval of their Department Head, implement practices, functions, programs and procedures that are necessary to fulfill their responsibilities.

Eligible Earned Sick and Safe Time (ESST) Severance Pay: ESST eligible severance pay shall not exceed 960 hours, is payable at a given percent as per this policy and may be subject to language within the post-employment healthcare savings plan.

Employee: An individual who has successfully completed all stages of the selection process, including the probation period.

Exempt Employee: Any employee excluded from overtime and compensatory time off provisions under the Minnesota and Federal Fair Labor Standards Act (FLSA).

FICA (Federal Insurance Contributions Act): FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee to contribute a percentage for Social Security and Medicare. The City contributes a matching percentage on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers).

Fiscal Year: The period from January 1 to December 31.

Full-Time Employee: Employees required to work forty (40) or more hours per week, year-round, in an ongoing position. In accordance with federal health care reform laws, the City offers health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. To comply with health care reform laws, while avoiding penalties, part-time employees will be scheduled according to business needs in a manner that maintains their intended part-time status.

Hours of Operation: City Hall's hours of operation are Monday through Friday, from 8:00 a.m. to 4:30 p.m.

In Good Standing: City employees may resign at any time, for any reason. To be considered "in good standing" upon resignation, an employee must submit a written notice to their Department Head, at least 14 days before the resignation date. Department Heads wishing to resign "in good standing" should provide as much notice as possible, with a minimum of 30 days. Failure to comply with the 14-day or 30-day notice requirement may result in denial of future City employment and sick leave termination benefits.

Non-Exempt Employee: Employees covered by the federal or state Fair Labor Standards Act (FLSA). Non-exempt employees are generally eligible for overtime pay or compensatory time off at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

Part-Time Employee: Employees who are required to work less than forty (40) hours per week year-round in an ongoing position. In accordance with federal health care reform laws, the City offers health insurance benefits to eligible employees and their dependents who work or are expected to work an average of 30 hours per week or 130 hours per month. In order to comply with the health care reform law, while avoiding penalties, part-time employees will be scheduled with business needs, which ensures positions retain part-time status under which is intended.

Pay Period: A fourteen (14) day period beginning at 12:00 a.m. (midnight) on Saturday through 11:59 p.m. on Friday, fourteen (14) days later.

PERA (Public Employees Retirement Association): A statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. Both the City and the employee contribute to the employee's retirement account.

Probationary Employees: An employee working within a six- or twelve-month period at the start of employment with the City (or at the beginning of a promotion, reassignment, or transfer) unless covered by a collective bargaining agreement stating a different time frame. An employee serving the initial probationary period may be disciplined at the sole discretion of the City, up to and

including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights. Time served in temporary, seasonal, volunteer or interim positions are not considered part of the probationary period. If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked, and the probationary period will be extended by the length of time taken.

Promotion: Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the employee's former position.

Reclassify: Reassignment of a job from one classification to another because of a significant change in the position's duties and responsibilities.

Seasonal Employee: Employees who work part of the year to conduct seasonal work. Seasonal employees may work full-time or part-time hours but, unless required by law, are generally not eligible for benefits or seniority credit. To comply with the health care reform law while avoiding penalties, seasonal employees are scheduled in alignment with business needs to maintain their seasonal status, or may be offered health insurance in rare cases.

Service Credit: Time worked for the City. An employee begins accruing service credit on their first workday. Certain levels of absence may interrupt service credit accrual.

Supervisor: An individual with authority on behalf of the employer to recommend or take action regarding hiring, transfers, suspensions, promotions, discharges, discipline, rewards, assignments and work direction, grievance adjustments, and performance evaluations.

Temporary Employee: Employees who work in temporary positions, either with a specific end date or for the duration of a specific project. Temporary employees may work full-time or part-time schedules but, unless required by law, do not earn benefits or seniority credit. To comply with the health care reform law, temporary employees are scheduled with business needs to maintain their temporary status, or in rare instances, may be offered health insurance.
Transfer: Movement of an employee from one City position to another of equivalent pay.

Weapons: Defined to include all firearms (whether legal or illegal), switchblade knives, or any other item that has been modified or has the primary serves as a weapon.

Work Week: The regular work week for City employees is forty (40) hours, in addition to a lunch period, Monday through Friday, except as otherwise established by the City Administrator or the City Administrator's designee, based on department needs. For payroll purposes, a work week is a consecutive seven-day period from Saturday through the following Friday.

SECTION 3 EMPLOYEE RECRUITMENT, SELECTION, EMPLOYMENT, AND TERMINATION

3.1 Scope

The City Administrator or the City Administrator's designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to City employment, with the exception of temporary or seasonal employees and interns for which the funding is accounted for in the annual budget. In this case the City Administrator is responsible for hiring temporary or seasonal employees and interns. All regular hires (part-time employees, full-time employees and Paid-on-call Firefighters will be made according to merit and fitness related to the position being filled.

3.2 Features of the Recruitment System

The City Administrator or the City Administrator's designee will determine if a vacancy will be filled and how, whether through an open recruitment, promotion, transfer, or another method. This determination will be made on a case-by-case basis. The majority of vacancies will be filled through an open recruitment process. Position vacancies may be filled on an "acting" basis, as needed.

Application for employment will generally be made via the City's online application process. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or the City Administrator's designee. In most cases, supplemental questionnaires will included as part of the application process. To be considered, all candidates must submit the required application materials by the posted deadline. The deadline may be extended by the City Administrator. Unsolicited applications will not be retained.

3.3 Testing and Examinations

Applicant qualifications will be evaluated in one or more of the following methods: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test; or other appropriate job-related exam.

Internal recruitments will be available to any City employee who: (1) has successfully completed the initial probation period; and (2) meets the minimum qualifications for the position.

The City Council or the City Council's designee will establish minimum qualifications for each position with input from the appropriate Department Head or the Department Heads' designee. Candidates must meet these minimum qualifications to be eligible to participate in the selection process.

3.4 Pre-Employment Medical Exams

The City Administrator or the City Administrator's designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists or offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City, with the cost of the exam paid by the City. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist.) The physician will notify the City Administrator or the City Administrator's designee whether a candidate is medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable.

If the candidate requires an accommodation to perform one or more of the essential functions of the job, the City Administrator or the City Administrator's designee will confer with the physician and candidate regarding reasonable and acceptable accommodations.

If a candidate is rejected for employment based on the results of the medical exam, the candidate will be notified of this determination, as required by law.

3.5 Selection Process

The selection process will be a cooperative effort between the City Administrator, Human Resources and the hiring manager, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed.

The City has the right to make the final hiring decision based on qualifications, abilities, experience, and the needs of the City Council.

3.6 Background Checks

All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

3.7 Criminal Background Investigations

Authority
State law authorizes City police departments to conduct criminal history background investigations on applicants for City positions using Minnesota Computerized Criminal History data.

Applications
This section applies only to applicants who are finalists for regular, temporary, seasonal, casual, and volunteer positions. Before a finalist is eligible to receive a conditional job offer or begins employment with the City, and to the extent permitted by law, the applicant must authorize the Police Department, in writing, to undertake a criminal history background investigation and to release the information to the City Council, City Administrator and/or other City staff as appropriate.

Rejection of Applications
Except in the case of exceptions set forth in Minnesota state law, as amended from time to time, if the City rejects an application for employment, either partly or solely to the applicant's prior conviction of a crime that directly relates to the position sought, the Administrative Services Director will notify the applicant in writing of the following:

- The Grounds and reasons for denial;
- The applicant complaint and grievance procedure set forth in Minnesota State law, as amended from time to time;
- The earliest date the applicant may reapply for employment or a volunteer position; and
- That all competent evidence of rehabilitation will be considered upon re-application.

Only public conviction information related directly to the position sought will be considered in denying employment. In situations where identity is in question, fingerprint verifications will be allowed, to the extent permitted by law. The City reserves the right to consider the applicant's criminal history, including any and all evidence of rehabilitation, to the maximum extent permitted by law.

3.8 Reclassification

When a position's duties and responsibilities change (increase or decrease), the position is considered a reclassification. It may be automatically filled by the incumbent of the original position, contingent upon the incumbent's ability to meet the position's minimum requirements and possess the necessary knowledge, skills, and abilities, at the City's discretion.

3.9 Nepotism

The potential for conflicts of interest is increased when personnel who are related are employed by the same employer; and real or implied conflicts of interest can result in distrust and a general lack of harmony among other employees.

Whenever possible, and with due regard for job-relevant qualifications, merit, and fitness, the employer shall avoid appointing any person related to an appointed officer or regular full-time or

regular part-time employee of the City. Appointments or assignments of persons related to an employee in the same department in which the employee works is prohibited.

This provision does not apply to marital or familial status, as protected under the Minnesota Human Rights Act. Employment of the spouse of an elected or appointed officer or employee is not prohibited; however, appointing or assigning of an employee's spouse within the same department is prohibited if the appointment or assignment would result in one employee directly supervising or influencing the recruitment, employment, salary, fees, or performance review of the employee's spouse.

Appointment to a position with the City shall not be construed as an employment contract between the City of Ramsey and an employee. All employees whose positions are covered by this policy are appointed by and serve at the sole discretion of the employer.

3.10 Probation

Subject to the provisions of an applicable collective bargaining agreement, every original and promotional appointment is subject to a probationary period of one (1) year. During this probationary period, a probationary employee may be terminated at the sole discretion of the City. If terminated during the probationary period, the employee shall be notified in writing of the termination and shall have no right to appeal the termination.

Employees may use sick and vacation leave during their probationary period at the discretion of the Department Head.

At the sole discretion of the City Administrator, an employee's probationary period may be extended for an additional 90 calendar days. Completion of the probationary period or any extended probationary period is not, and cannot be construed as, a promise of continued employment or altering the at-will nature of employment.

3.11 Punctuality and Attendance

Every employee has an important role in maintaining a productive workplace. Therefore, it is essential that all employees report to work every day as scheduled. It is unacceptable to be late for work. For example, if an employee's start time is 8:00 a.m., that employee should be at their work location and ready to work at 8:00 a.m. Unsatisfactory attendance, including tardiness and leaving work early, may result in disciplinary action up to and including termination.

If an employee must be absent or late for any reason, other than approved time off, the employee must notify their immediate supervisor at least thirty (30) minutes prior to the start of their shift. An employee unable to make contact with their supervisor must notify another superior within their department or Human Resources, within one-hour, unless the employee is incapable of doing so due to extreme circumstances.

3.12 Supplemental Employment

The potential for conflicts of interest is lessened when individuals employed by the City regard the City as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or other considerations, the supervisor will consult with the City Administrator.

Any City employee accepting outside employment that the City Administrator determines to be in conflict with the employee's City job will be required to resign from the outside employment or may be subject to discipline, up to and including termination.

For the purpose of this policy, outside employment refers to any non-City employment or consulting work for which an employee receives compensation, except compensation received in conjunction with military service, holding a political office, or an appointment to a government board or commission compatible with City employment. The following guidelines apply in determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of their position.
- The employee must not use City equipment or resources in the course of the outside employment.
- The employee must not violate any City personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which they are also being compensated by the City.
- Work performed for others while on approved vacation or compensatory time is not a violation of policy unless it creates the appearance of a conflict of interest.
- No employee will work for another employer, or for their own business, while using paid Earned Sick and Safe Time (ESST) from the City for those same hour, unless permitted by law.
- Employees may be required to sign an agreement to prohibit outside employment activities within Ramsey.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.

City employees are not permitted to accept outside employment that creates the appearance or potential for a conflict with the development, administration or implementation of City policies, programs, services or any other operational aspects.

3.13 Performance Evaluations

Performance evaluations are used to assess employee performance in terms of specific job requirements, provide measures for setting up training and development programs, and open channels of communication. A formal performance evaluation may be completed on the anniversary date of an employee's current position, or in January if determined by the Department Head and the Administrative Services Director. If a formal performance evaluation is completed, it will be reviewed with the employee.

For Department Heads, the City Administrator will make note of any City Council feedback regarding Department Head performance and summarize the Council's comments when preparing the performance evaluation. The City Administrator will review this evaluation with the Department Head. The Department Head will have the opportunity to discuss the evaluation with the City Council at a closed City Council meeting if they choose.

The City will consider each employee's performance evaluation when considering salary increases or potential promotional opportunities. Generally, an employee who receives an overall rating of "Needs Improvement" or "Poor" (or equivalent) will not be eligible for promotions or salary increases, except for any cost-of-living adjustment made by the City. Further, an employee who receives an overall rating of "Needs Improvement" or "Poor" (or equivalent) must follow a performance improvement plan to reach an acceptable performance level. If performance is not improved as outlined in the plan, disciplinary action may be taken, up to and including termination. Conducting performance evaluations or their outcomes does not alter the at-will nature of employment.

3.14 Resignations

As at-will employees, all City employees may resign at any time and for any reason. To be considered "in good standing" at the time of resignation, an employee must submit a written resignation to their Department Head at least 14 days prior to the effective date of resignation. Department Heads wishing to resign "in good standing" should give the City as much advance notice as possible, but must provide at least 30 days' notice.

Employees providing three (3) or more months' advance notice of resignation shall receive an additional 10% percent added to their eligible sick leave severance.

Failure to comply with this 14-day or 30-day notice requirement may result in denial of future employment opportunities with the City and denial of termination benefits.

Time-off requests shall not be approved during the period leading up to an employee's retirement or separation from employment. However, pre-approved time off will be honored. Vacation hours may not be used to extend an employee's actual termination date.

At the City Administrator's discretion, separation may occur immediately; while the separation would remain in good standing.

An unauthorized absence from work for a period of three (3) working days may be considered as a resignation "not in good standing" and without benefits.

Upon separation from the City, if an employee has not used their Floating Holiday, it will be forfeited.

3.15 Lay-offs

With a minimum of two (2) weeks' notice to the employee, the City Administrator may lay off any employee when such action is necessary due to shortage of work or funds, the elimination of a position, or organizational changes.

SECTION 4 BENEFITS

4.1 Group Insurance

To be eligible for group health, dental, or life insurance benefits with the City, employees must be regular employees scheduled to work at least 30 hours per week. The City provides a contribution toward health insurance, single dental insurance and basic life insurance for full-time employees, as approved annually by the City Council. Members of the City Council are eligible for group health insurance in the City's group health insurance plan without affecting their total compensation from the City.

The City will also continue to provide basic life insurance for employees participating in PERA's Phased Retirement program, as permitted by the insurance carrier. Employees wishing to remain on the City benefits, as permitted by the insurance carrier, may do so at their own cost based on the Minnesota Statute 471.61: "A unit of local government must allow a former employee and the employee's dependents to continue to participate indefinitely in the employer-sponsored hospital, medical, and dental insurance group that the employee participated in immediately before retirement, under the conditions set by state law".

In accordance with federal health care reform laws and regulations, the City will offer health insurance benefits to eligible employees and their dependents that work on average, or are expected to work, 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with health care reform law and avoid penalties, part-time employees will be scheduled based on business needs and in manner that ensures positions retain the intended part-time status.

4.2 Long Term Disability ("LTD")

Mandatory LTD: Long-term disability is a mandatory, employee-paid benefit, provided to sworn police personnel and other full-time, non-union employees.

Voluntary LTD: Long-term disability is available to other employee groups as a voluntary employee-paid benefit.

Terms of Coverage: The terms of long-term disability coverage, including the benefit calculation formula and the waiting period before eligibility, are established by the City.

4.3 Public Employment Retirement Association ("PERA")

Almost all City employees in the State of Minnesota are covered by a public pension system known as PERA, to which both the City and employees contribute. For specific information on annual contribution rates, employees should contact Human Resources. Vesting time varies depending on membership eligibility date, and the pension is portable among public employers throughout the state. Being vested allows employees to qualify for benefits at the minimum allowable age.

Both the City and the employee contribute a percentage of the employee's eligible gross salary to PERA. However, Minnesota law provides that some income received by an employee are not

eligible for PERA contributions. For specific questions on contributions, employees should contact Human Resources.

The City offers PERA's Phased Retirement Option on a case-by-case basis, subject to approval by the Administrative Services Director, Department Head, and the City Administrator, if it aligns with the City's strategic goals. This agreement can be terminated at any time. Employees interested in this option should contact Human Resources for more information.

4.4 Employee Savings Plans

All employees eligible to enroll in PERA are also eligible to place a portion of their earnings in a 457 savings plans; pre-tax and/or post tax programs. For information. contact Human Resources on annual contribution limits and other specific details about these plans, please contact Human Resources.

4.5 Health Savings Account

Employees must be enrolled in one of the City's qualified high-deductible health plans (HDHP) to contribute to a Health Savings Account (HSA). Both employees and the City may contribute to the HSA. An HSA is a tax-exempt savings account used to accumulate funds for eligible health care expenses. These funds may be used to pay for health care expenses as they occur, contingent upon available funds, or saved for future use. For additional details, employees should contact Human Resources.

4.6 Retiree Benefits

Minnesota law provides for continuation of health and dental coverage to certain former employees who are receiving a disability benefit or annuity from PERA, or who have met the age and service requirements for PERA. Unless otherwise required by federal or state law, former employees are responsible for paying the full premium. Failure to pay the premium will result in termination of coverage. Employees should contact Human Resources for additional details.

4.7 COBRA

Employees participating in the City's group health insurance plan who terminate employment or experience another qualifying event that triggers their legal entitlement to insurance continuation will receive a notice of their right to elect continued insurance coverage consistent with state and federal law, including but not limited to the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") as amended). The notice will be provided as required by law, and employees must follow the procedures outlined, including but not limited to paying the full premium for the continuation coverage. Employees should contact Human Resources for additional details.

4.8 Non-Union Post-Employment Healthcare Savings Plan

The PEHCSP is an employer-sponsored program that allows employees to invest in a tax-preferred medical savings account while employed by a Minnesota public employer.

All non-union employees hired after January 1, 1984, will participate in the post-employment healthcare savings plan, contributing as follows:

NON-UNION EMPLOYEES - PERA COORDINATED MEMBERS

- **GROSS WAGES:** Contribute 2% after 5 years of service and beyond.
- **SICK LEAVE CONVERSION:** At the end of the calendar year, contribute all hours greater than 960 at a conversion rate of 2 to 1).
- **VACATION:** Upon separation of employment, contribute unused accrued vacation time as follows:
  - 50% after 5 years of service through 10 years of service
  - 75% with 11 years of service through 15 years of service
  - 100% after 16 years of service and greater
- **SICK LEAVE SEVERANCE:** Upon separation of employment, contribute 100% of unused eligible accrued sick leave.

NON-UNION EMPLOYEES - PERA POLICE & FIRE MEMBERS

- **GROSS WAGES:** Contribute 1% for all employees until 5 years prior to normal retirement age (55), at which time ongoing contributions increase to 4%.
- **SICK LEAVE CONVERSION:** At the end of the calendar year, contribute all hours greater than 960 at a conversion rate of 2 to 1).
- **VACATION:** Upon separation of employment, contribute 100% of unused accrued vacation time (regardless of years of service).
- **SICK LEAVE SEVERANCE:** Upon separation of employment, contribute 100% of unused eligible accrued sick leave.

Eligible sick leave severance includes Earned Sick and Safe Time It will be defined as a lump-sum payment upon termination of employment, contributed to the PEHCSP, based on the following percentages of the employee's unused, accumulated sick leave:

- 33% after 5 years of regular employment
- 45% after 10 years of regular employment
- 50% after 15 years of regular employment

To qualify for eligible ESST severance pay, an employee must leave City employment in "good standing.

4.9 Employee Assistance Program

The City offers an Employee Assistance Program (EAP) at no cost to assist employees and their families with a variety of services, including mental health and substance abuse counseling to child care resources, etc. The EAP provides confidential counseling services by highly trained clinicians

or may suggest other professional resources that could be beneficial to employees and their families.

SECTION 5 CLASSIFICATION AND COMPENSATION

5.1 General

Employees of the City shall be compensated according to the schedule established by the City Council. Any wage, salary, or other monetary benefit so established is the total remuneration for employment, which may be allowed for the conduct of official business. Unless approved by the City Administrator, no employee shall receive pay from the City in addition to the salary authorized for the position or positions to which the employee has been appointed. No employee will be permitted to work overtime without the prior approval of their Department Head.

Non-exempt employees who work for a period less than the regularly scheduled workweek will earn wages based on the actual number of hours worked. Regular part-time employees are eligible to earn vacation and sick leave in proportion to that earned by regular full-time employees based on the number of hours worked. Holidays are earned in proportion to those earned by regular full-time employees and are based on the number of hours worked during any given pay period in which the holiday is paid. Vacation, sick leave, and holidays count toward total budgeted work hours for the year. Temporary employees are not eligible for vacation, sick leave, holiday pay, or health or life insurance, unless otherwise required by federal and state laws.

Employees shall be paid biweekly via mandatory direct deposit. When a payday falls on a holiday, employees shall receive their pay on the preceding work day.

5.2 Classification Plan / Position Descriptions

The City will establish and maintain a position classification plan for all positions in accordance with federal and state laws. The Administrative Services Director, under the direction of the City Administrator, and in conjunction with Department Heads, shall be responsible for establishing, periodically revising, and maintaining current position descriptions. The position description shall include the position title, department, supervisor's title, FLSA status (exempt or non-exempt), safety sensitive status, essential duties, examples of performance criteria/responsibilities, and minimum qualification requirements which distinguish a given position from other positions. The position description shall describe the typical types of work which may be assigned to a particular position but shall not be construed to restrict the assignment of other duties related to the position. Supervisors may direct their subordinates to perform tasks not expressly identified in the position description, which are within the ability and resources of the position.

Purpose
The classification plan/position description is to:

- Establish reasonable compensation relationships between job classifications.
- Establish qualification standards for recruitment and testing purposes.
- Provide the appointing authority with means for analyzing work distribution, areas of responsibility, lines of authority, and other relationships between positions.
- Assist the appointing authority in determining budget requirements.
- Provide the basis for developing standards of work performance.

- Indicate training needs.
- Provide uniform titles to positions.

Class
A class shall be comprised of one or more positions that are substantially similar with respect to the type, difficulty, and responsibility of work performed.

Administration of the Classification Plan / Position Descriptions
The classification plan shall be established and maintained through recommendation of the Department Head and the Administrative Services Director to the City Administrator. The City Administrator may establish a new class, create a new position within a class or reclassify a position upon approval by the City Council.

When a new position is proposed by a Department Head or the Administrative Services Director, a request for the position, along with a description of the duties and responsibilities of the position shall be submitted to the City Administrator. The position shall be analyzed and evaluated based on the duties and responsibilities, without regard to the personal characteristics, abilities, or qualifications of any incumbents. The final approval of the classification shall be by the City Council.

5.3 Reclassification

When the duties and responsibilities of a position change, the Department Head may initiate a request for a change in classification. This request must be submitted in writing to the Administrative Services Director, accompanied by a proposed updated position description prepared by the Department Head. The Administrative Services Director shall submit the request to the City Administrator for review and approval or denial, at his or her discretion. If the City Administrator denies a request for reclassification, no similar request may be submitted for one year. The Administrative Services Director, acting under the direction of the City Administrator, may also review the classification of existing positions from time to time, regardless of whether a Department Head proposed reclassification within the preceding year.

Factors that could lead to conducting an analysis of existing positions include, but are not limited to, the following:

- Change in the existing organizational or reporting relationship.
- Significant additions, reductions, or changes in the essential functions for which the position is accountable, which affect the level of skill, knowledge, responsibility, or working conditions of the position.
- Change in the supervisory functions assigned to the position.
- Change in the qualifications required of the position.

5.4 Compensation Plan

The entire compensation plan shall be reviewed simultaneously with renewal of the City's labor agreements. The City Administrator will present suggested changes to the City Council as part of the annual budget process. Contingent upon the provisions of the Public Employment Labor

Relations Act, the City Administrator may modify any or all of the pay ranges or grades as set forth in the plan at any time, subject to approval by the City Council. The City Administrator may also set effective dates for the pay plan. All pay ranges shall be construed as policy declarations and not binding, permanent contractual obligations between the City and its employees. Any amendment to the pay plan shall be based on changes in the responsibility or the duties of the position, recruiting experience, rates of pay and benefits in the public and private sectors, the City's financial status, general economic conditions, federal or state law (including the Minnesota Pay Equity law), or other pertinent factors warranting such action.

In addition, from time to time, the position and pay classification plan may be amended by City Council resolution upon receipt of a recommendation from the City Administrator. In making such recommendations, the City Administrator shall consider the following factors:

- Maintenance of equitable relationship between classes, based on their relative duties and responsibilities.
- Indicators from the appropriate labor market for comparable work under similar conditions.
- Current recruitment and retention experience.
- Comparable worth for all positions within the organization.
- Ability of the City of Ramsey to fund the position.

Content of Pay Plan
The pay plan presented to the City Council for its consideration shall consist of the minimum and maximum rate of pay for each position in the organization. Each position shall be assigned to a pay class, and all positions in the pay class shall be compensated according to the established pay range. A pay range will be assigned to each class according to the responsibilities of the position, the duties and pay for other positions, prevailing rates of pay for comparable positions in public and private employment in the area, fringe benefits received by employees, the financial policy of the City, federal and state statutes, and other pertinent economic factors.

Pay Plan Administration
The City Administrator shall be responsible for administering the Pay Plan according to this section.

Beginning Salary Rate
The beginning rate for a new employee will be the minimum rate in the established class for the position classification. The employer, at its sole discretion, may approve a pay rate above the minimum rate to:

- Mitigate recruiting obstacles.
- Hire a person with superior qualifications.
- Correct salary inequities.
- Give credit for prior service.

Method of Progression
After appointment or promotion and pending satisfactory performance, an employee shall be eligible for advancement through their respective salary range as specified in the collective bargaining agreement or as authorized by the City Council.

Market Adjustment Pay
Occasionally positions within the City may fall behind in pay with regard to the market value. Contingent upon the provisions of the Public Employment Labor Relations Act and Pay Equity compliance, when this becomes apparent, the Administrative Services Director may, in their sole discretion, make a recommendation for the appropriate salary adjustment to the City Administrator. Upon approval by the City Administrator, the employee in said position will receive a salary range adjustment. The employee will retain their original anniversary date for the purposes of step increases and performance evaluations. Any increases that result in more than a five percent increase shall be submitted to the City Council for approval or denial.

Extra Duty Pay / Interim Pay
The City Administrator shall have the authority to grant short-term extra duty pay. Any extra duties that qualify for extra duty pay would be responsibilities that fall well outside of the respective employee's job description and would have a defined end date, but would not exceed six months. Typically, extra duty pay would be tied to a special project or event. At the City's discretion, extra duty pay may be paid via a payroll stipend. Interim pay would include, for example, filling in for a vacancy, FMLA or leave absence. Interim pay shall not exceed 10% over the current base salary. The City Administrator's approval of extra duty pay or interim pay is subject to available funding within the budget.

Overtime Compensation for Exempt Employees who also Work in a Non-Exempt Position Within the City
Federal law allows exempt City employees working two or more positions with the City to agree, in advance, to receive overtime compensation for the secondary position if it is non-exempt, subject to certain restrictions and limitations. Exempt employees holding two or more positions within the City, at least one of which is non-exempt, should consult with Human Resources regarding the possibility of overtime. No overtime will be paid pursuant to this provision without prior written approval from the City Administrator.

Overtime pursuant to this section will be paid for hours worked in a secondary position only if the employee worked at least 40 hours at the primary position during the normal workweek. Sick and vacation leave, holidays, and compensatory time off count as time worked as per the Personnel Policy.

5.5 Payroll Deductions

Certain deductions from earnings, such as federal and state income taxes and social security taxes, are required by law. These deductions will be identified on the direct deposit vouchers. The amount of these required deductions may change since they are affected by changes in the amount earned, and in the case of income tax, by changes in the number of dependents claimed. Monies earned during a two (2)-week pay period cannot be divided into two payroll checks. Employees should contact Human Resources with any specific questions.

5.6 Meal Periods and Breaks

When working under conditions where a break period is practicable, all hourly employees are entitled to two (2) 15-minute breaks with pay per eight (8)-hour shift at times designated by the supervisor. Most employees also receive a thirty (30)-minute unpaid meal period during each

eight-hour work day. Employees working greater than four hours but less than eight hours are entitled to one (1) 20-minute break.

5.7 Overtime Compensation / Compensatory Time Off

Non-exempt, non-union employees will be paid overtime compensation for all hours worked in excess of forty (40) hours per workweek at a rate of one and one-half times the regular rate of pay. Paid holidays, vacation leave, compensatory time off, and sick leave are considered time worked for the purposes of calculating overtime hours. No employee will be permitted to work overtime without the prior approval of the applicable Department Head.

Overtime pay will not be paid for time not worked. Exempt employees, as defined by the Fair Labor Standards Act, are not entitled to overtime pay, except as described in Section 5.4**,** pertaining to exempt employees who also work in a non-exempt position within the City.

Non-exempt, non-union employees will be allowed to take compensatory time off in lieu of receiving over time compensation. Compensatory time off is computed at a rate of one and one-half times the hours worked in excess of the forty (40) hour work week. Accrued compensatory time off shall not exceed 120 hours at any time. Once an employee has accrued 120 hours of compensatory time off, compensation for additional hours worked must be paid in cash rather than accrued as compensatory time off.

The City reserves the right to payout any compensatory time off hours in excess of 80 hours, as it deems necessary.

The City allows employees to cash out up to a maximum 40 hours of compensatory time off annually, to be paid out up to twice annually: January 1 through January 15, and November 1 through November 15 of each year, totaling a maximum payout of 40 hours of compensatory time off. Note: upon terminating employment with the City, all compensatory time off will be paid out at 100% of the accrued balance.

For the purposes of calculating overtime, an employee using paid holidays, vacation leave, sick leave, or compensatory time off is considered to be working.

Accrued compensatory time off may be used with prior approval from the employee's Department Head or the Department Head's designee. Upon an employee's separation from the City, accrued and unused compensatory time off will be paid out at the then-current hourly rate of pay.

For the purposes of computing overtime compensation and compensatory time, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

5.8 Severance Pay

Severance pay, based on eligible unused Earned Sick and Safe Time (ESST) is available to employees who have at least five (5) years of regular service with the City and resign "in good standing". If the employee is terminated because of malfeasance in office, gross misconduct, conviction of a felony, or conviction for an illegal act involving personal gain to the employee, the employer shall have no obligation to pay the aforementioned severance pay.

Eligible ESST includes combined total of both traditional sick leave and earned sick and safe time, based on the percentages shown below:

Years of Regular Employment	Percentage of Unused Accumulated Sick Leave Payable	Additional 10% With 3-Month Notice of Resignation
5 years	33%	43%
10 years	45%	55%
15 years	50%	60%

Eligible severance pay will be processed per the applicable PEHCSP agreement.

After five (5) years of regular employment, EMPLOYEES who submit a letter of resignation at least three (3) months (90 calendar days) in advance of their last day worked, shall receive an additional ten percent (10%) added to the applicable years of service tier, to be deposited into the employee's; Health Care Savings Plan

Receipt of severance pay terminates all seniority rights and ends all City of Ramsey liability with regard to other benefits, except as otherwise provided by law and any applicable collective bargaining agreement.

SECTION 6 LEAVE

6.1 Vacation Leave

The City of Ramsey provides eligible employee vacation benefits to promote rest and relaxation away from work. Requests for scheduled vacation should be made to the Supervisor/Department Head by January 31 of each year. When considering whether to grant conflicting vacation requests submitted during January of each year, seniority by department will prevail; thereafter, vacation leave shall be initiated on forms submitted to the Department Head or the Department Head's designee at least two weeks prior to the requested vacation time off. Exceptions to this policy are granted on a limited basis. To assure efficient functioning of the City, it is necessary to limit the number of employees on vacation at the same time.

An employee's banked vacation leave must be within two times the yearly accrual by December 31, unless approved by the City Administrator. Once an employee has banked the maximum amount of vacation hours allowed, all additional hours accrued are forfeited. Employees are responsible for monitoring their own balances. Additional pay in lieu of vacation is not permitted.

For the purposes of accumulating additional vacation leave, an employee using earned vacation leave, sick leave, compensatory time off, or paid holidays is considered to be working.

At the discretion of the Department Head or the Department Heads designee, an employee may use accrued vacation leave during the probationary period. Vacation leave may be taken no sooner than the next pay period after it is earned. Vacation hours may not be used to extend an employee's actual termination date.

An employee who separates from the City "in good standing" after one-year of employment shall be compensated for vacation accrued and unused through the last date of employment. If applicable the compensation will be submitted to the non-union post-employment healthcare savings plan.

New employees will begin employment with a vacation balance of five days, followed by vacation accruals based on one of the following vacation accrual schedules. However, at the discretion of City Administrator, a one-time vacation credit may be negotiated in order to:

- Mitigate recruiting obstacles.
- Hire a person with superior qualifications.
- Give credit for prior service.

The bi-weekly accrual rate will not be accelerated due to any upfront vacation credits.

VACATION ACCURAL SCHDULES:

Department Head Vacation Accrual Schedule		
Years of Service (YOS)	**Bi-weekly Accrual Rate**	**Vacation Days/Year**
First Year	Advanced 5 of 15 days 3.08 hours/pay period	15 days
2nd through 5th YOS	4.62 hours/pay period	15 days
6th YOS	5.54 hours/pay period	18 days
7th YOS	6.15 hours/pay period	20 days
12th YOS	6.46 hours/pay period	21 days
16th YOS	6.77 hours/pay period	22 days
17th YOS	7.08 hours/pay period	23 days
18th YOS	7.38 hours/pay period	24 days
19th YOS	7.69 hours/pay period	25 days

Full-Time, Exempt /Management Vacation Accrual Schedule		
Years of Service (YOS)	**Bi-weekly Accrual Rate**	**Vacation Days/Year**
First Year	Advanced 5 of 15 days 3.08 hours/pay period	15 days
2nd through 5th YOS	4.62 hours/pay period	15 days
6th YOS	5.54 hours/pay period	18 days
8th YOS	5.85 hours/pay period	19 days
10th YOS	6.15 hours/pay period	20 days
12th YOS	6.46 hours/pay period	21 days
16th YOS	6.77 hours/pay period	22 days
17th YOS	7.08 hours/pay period	23 days
18th YOS	7.38 hours/pay period	24 days
19th YOS	7.69 hours/pay period	25 days

Full-Time, Non-Union Vacation Accrual Schedule

Years of Service (YOS)	Bi-weekly Accrual Rate	Vacation Days/Year
First Year	Advanced 5 of 10 days 1.54 hours/pay period	10 days
2nd through 5th YOS	3.08 hours/pay period	10 days
6th through 10th YOS	4.62 hours/pay period	15 days
11th through 15th YOS	6.15 hours/pay period	20 days
16th YOS	6.46 hours/pay period	21 days
17th YOS	6.77 hours/pay period	22 days
18th YOS	7.08 hours/pay period	23 days
19th YOS	7.38 hours/pay period	24 days
20th YOS	7.69 hours/pay period	25 days

Regular part-time employees are eligible to earn vacation leave in proportion to that earned by regular full-time employees based on the number of hours worked. Vacation leave will count toward total budgeted work hours for the year.

6.2 Earned Sick and Safe Time (ESST)

Effective January 1, 2025, all accrued traditional sick time and accumulated ESST leave shall be designated as Earned Sick and Safe Time (ESST), under Minnesota Statutes §§ 181.9445-181.9448, as amended and shall be administered in accordance with the ESST statutes, subject to one exception listed below.

Every probationary, regular, and part-time employee is entitled to ESST leave with pay. For full-time employee's ESST time shall accrue at the rate of eight (8) hours for each calendar month of full-time service or major fraction thereof. Part-time employees shall accrue ESST leave on a pro-rata basis, but no less than one (1) hour for every thirty (30) hours worked. ESST leave may be accumulated to a maximum of 960 hours and may be granted in units of not less than 15 minutes. Unused ESST leave in excess of 960 hours at the end of a calendar year (January 1st) shall be converted to the post-employment healthcare savings plan at a rate of one hour for each two hours of ESST leave in excess of 960 hours.

ESST leave may be granted by the employee's Department Head when the employee has communicated the request to the supervisor, and is unable to perform work duties due to reasons listed under Minnesota Statute §§ 181.9447, as amended.

To be eligible for ESST leave with pay, an employee shall:

1) report as soon as possible to the employee's immediate supervisor the need to utilize ESST leave; and

2) keep the employee's immediate supervisor informed of such employee's ability to return to work.

Using or claiming ESST leave for a purpose not authorized Minnesota Statute §§ 181.9447, as amended shall be cause for disciplinary action.

For the purpose of accumulating additional ESST leave, an employee using earned vacation leave, ESST, compensatory time off or paid holidays is considered to be working.

Upon employee's termination of employment with the employer, thirty-three percent (33%) of the employee's unused ESST balance shall be deposited into the employee's Health Care Savings Plan after five (5) years of regular employment. Severance pay shall not be available in any sum to an employee if that employee is discharged for just cause; severance pay shall not be paid if an employee voluntarily terminates his or her employment prior to five (5) years of regular employment service; or the employee voluntarily terminates his or her employment without giving the employee fourteen (14) days written notice. After ten (10) years of regular employment service, the employee will receive forty-five percent (45%) of said employee unused, accumulated ESST leave. After fifteen (15) years of regular employment service, the employee will receive fifty percent (50%) of unused, accumulated ESST leave.

After five (5) years of regular employment, employee who submit a letter of resignation at least three (3) months (90 calendar days) in advance of their last day worked, shall receive an additional ten percent (10%) added to the applicable years of service tier.

Employee's are allowed funeral leave up to 24 hours twice annually per occurrence (a maximum of 48 hours annually) for a death in the immediate family. Immediate family for this section is defined as spouse, parent, step-parent, children, step-children, brother, sister, grandparents, grandchildren or a like member of Employee's spouse's family.

That time is not chargeable against any accrued vacation, sick or compensatory time. Hours must be taken within five (5) calendar days from start to finish per occurrence.

Additional funeral leave, in order to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member may be taken from employees earned sick and safe time accrual as available and as defined under Minnesota Statute §§ 181.9445, as amended. This leave shall be deducted from employees the earned sick and safe accrual.

If the need for funeral leave does not meet either the employer's funeral leave policy or state statute for earned sick and safe time, employees may request vacation or compensatory time off as the employee may choose and have available.

All references to the post-employment healthcare savings plan are contingent upon the plan design in place at the time of disbursement.

6.3 Holidays

The City of Ramsey recognizes thirteen (13) holidays for non-union employees. Regular employees are eligible for holiday pay, provided they work the day preceding and the day following the holiday (unless the days off were previously approved by the supervisor). Regular employees scheduled to work the holiday will receive another day off with pay.

Paid holidays include:

1.	New Year's Day	January 1st
2.	Martin L King Day	3rd Monday in January
3.	President's Day	3rd Monday in February
4.	Memorial Day	Last Monday in May
5.	Juneteenth	June 19th
6.	Independence Day	July 4th
7.	Labor Day	1st Monday in September
8.	Veteran's Day	November 11th
9.	Thanksgiving Day	4th Thursday in November
10.	Friday after Thanksgiving Day	(Non-union, AFSCME and LELS Captains only)
11.	Christmas Eve	December 24th
12.	Christmas Day	December 25th
13.	*Eight Hour Floating Holiday	To be used Jan. 1 to Dec. 31

All employees in full-time regular positions are entitled to time off with full pay on designated holidays. The City shall be closed for business on these holidays, though employees may be required to work due to the nature of their duties or other conditions.

Regular part-time employees are eligible for paid holidays in proportion of what full-time employees earn, based on the hours worked during the pay period in which the holiday occurs. If a holiday falls on a non-scheduled workday for a part-time employee, the employee must take the paid holiday within the same period.

Employees may be required to work on paid holidays when the nature of their duties or other conditions. Non-exempt, non-union employees required to work on a holiday shall receive their full pay for the holiday, as well as a minimum of two hours pay at a rate of 1.5 times the employee's base hourly pay rate for the time worked on such holiday. All holidays specified will be paid in dollars or as earned compensatory time off.

Duty Crew Firefighters assigned to the Duty Crew schedule on a holiday shall be paid at time and a half for holiday hours worked.

When New Year's Day, Juneteenth, Independence Day, Veterans Day, or Christmas Day falls on a Sunday, the following Monday is observed as the holiday. If these days fall on a Saturday, the preceding Friday will be observed as the paid holiday. When Christmas Eve falls on Sunday, the preceding Friday is observed as the holiday.

Each holiday commences at the beginning of the first shift on the holiday date and continues for 24 hours. Eligible employees shall receive pay at their normal rate if they are at work or on paid leave the last regular shift before and the first shift after the holiday.

New employees hired after December 1 are not eligible for the floating holiday in the year they were hired. Floating holidays may not carry over to the next calendar year. If an employee separates from the City without using their Floating Holiday, it will be forfeited.

6.4 Family and Medical Leave

Eligibility

To qualify for FMLA leave under this policy, an employee must meet all the following conditions:

- The employee must have worked for the City for at least 12 months (or 52 weeks) prior to the start date of the leave. The 12 months or 52 weeks do not need to be consecutive; however, the City will not count any service occurring more than seven years before the employee's most recent hire date, unless the break was due to National Guard or Reserves military service obligation.
- The employee must have worked at least 1,250 hours during the 12-month period prior to the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act ("FLSA") determine the number of hours worked by an employee.

Types of Leave Covered by FMLA
Eligible employees may take leave for any of the following reasons:

- The birth of a child (including prenatal care) or for the placement of a child with the employee for adoption or foster care.
- To care for a spouse, child, or parent who has a serious health condition.
- Due to a serious health condition that makes the employee unable to perform the essential functions of the position.
- A covered military member's active duty or call to duty or to care for a covered military member under Military Caregiver and Qualified Exigency Leave (described below).

DEFINITIONS

- **"Spouse"** does not include domestic partners or common-law spouses.

- **"Caring for"** a covered family member includes psychological and physical care. It also includes acquiring care and sharing care duties. An eligible **"child,"** with some exceptions, is under 18 years of age. An eligible **"parent"** includes a biological parent or a person who stood in the place of a parent.
- **"Serious Health Condition"** means an illness, injury, impairment, physical, or mental condition that involves one of the following:
    - **Hospital Care**: Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility.
    - **Pregnancy**: Any period of incapacity due to pregnancy, prenatal medical care or childbirth.
    - **Absence Plus Treatment:** A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider.
    - **Chronic Conditions Requiring Treatments**: An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity.
    - **Permanent/Long-Term Conditions Requiring Supervision**
    - **Multiple Treatments:** Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.

Length and Amount of Leave
The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The leave year is calculated on a rolling backward basis.

How Leave May be Taken
FMLA leave may be taken for twelve (12) consecutive weeks, may be used intermittently (a day periodically when needed), or may be used to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of twelve (12) workweeks.

Intermittent leave may be taken when medically necessary for the employee's serious health condition or to care for a seriously ill family member. Intermittent leave must be documented in the medical certification form as medically necessary.

If an employee is taking intermittent leave or leave on a reduced schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as to not disrupt the City's business.

In instances when intermittent or reduced-schedule leave for the employee or employee's family member is foreseeable or is for planned medical treatment, including recovery from a serious health condition, the City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits, if the alternative position would better accommodate the intermittent or reduced schedule.

Intermittent/reduced-scheduled leave may be taken to care for a newborn or newly placed adopted or foster care child, only with the City's approval.

Procedure for Requesting Leave and Notice
All employees requesting FMLA leave must provide written or verbal notice of the need for leave to Human Resources. If the need for leave is foreseeable, the employee must give notice to their supervisor at least thirty (30) days prior to the date on which leave is to begin. If thirty (30) days' notice cannot be given, the employee is required to provide as much notice as practicable, including following required call-in procedures. Additionally, the City requires employees on FMLA leave to periodically report their status and intent to return to work.Human Resources

Certification and Documentation Requirements
For leave due to an employee's serious health condition or that of an employee's family member, the City may require the completion of a Medical Certification form by the attending physician or practitioner. The form must be submitted by the employee to Human Resources within fifteen (15) calendar days after the leave is requested. If the form is not submitted in a timely fashion, the employee must provide a reasonable explanation for the delay. Failure to provide medical certification may result in a denial or delay of the leave.

When leave is due to an employee's own serious health condition, a fitness-for-duty certification (FFD) may be required before an employee can return to work. Failure to timely provide such certification may eliminate or delay an employee's right to reinstatement under the FMLA.

If an employee is using intermittent leave and reasonable safety concerns exist regarding the employee's ability to perform their duties, a FFD certificate may be required as frequently as every thirty (30) days during periods when the employee has used intermittent leave.

Recertification of leave may be required if the employee requests an extension of the original length approved by the City or if the circumstances regarding the leave have changed. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

Reinstatement
Employees returning from Family and Medical Leave will be reinstated in the same position or a position equivalent in pay, benefits, and other terms and conditions of employment.

Group Health Insurance and Other Benefits, Concurrent Leave, and Substitution of Paid Leave
An employee granted leave under this policy will continue to be covered under the City's group health and dental insurance plan under the same conditions and at the same level of City contribution as would have been provided had the employee been continuously employed during the leave period. The employee will be required to continue payment of the employee portion of group insurance coverage while on leave. Arrangements for payment of the employee's portion of premiums must be made by the employee with the City.

If there are changes in the City's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job.

Rights to additional continued benefits will depend on whether leave is paid or unpaid.
Any paid disability leave benefits (Short-Term Disability or Long-Term Disability), sick leave, or compensatory time off available to employees for a covered reason (an employee's serious health condition or a covered family member's serious health condition, including worker's compensation leave and Minnesota State Parenting Leave) will run concurrently with FMLA.

Minnesota Parenting Leave and all forms of paid time off (sick leave, disability leave, workers' comp leave, vacation, and compensatory time off) run concurrently with FMLA.

Minnesota Parental leave will run concurrently with any other applicable leave, such as FMLA, STD, paid parental leave, sick leave, or accrued vacation, and that paid leave cannot be utilized to extend FMLA or parental leave beyond twelve (12) weeks.

Failure to Return to Work After FMLA
Under certain circumstances, if the employee does not return to work at the end of the FMLA leave for at least thirty (30) calendar days, the City may require the employee to repay the portion of the monthly cost paid by the City for group health plan benefits. The City may also require the employee to repay any amounts the City paid on the employee's behalf to maintain benefits other than group health plan benefits.

Activities Prohibited During FMLA
While on leave, an employee may not engage in activities (including employment) that have the same or similar requirements and essential functions of the employee's current position.

While on leave, an employee may not engage in any activity that conflicts with the best interests of the City. Such conduct will result in disciplinary action, up to and including termination of employment.

Seniority
Unless required by a contract provision, seniority does not accrue during any period of unpaid FMLA, except as allowed when the leave is covered by worker's compensation. However, seniority accrued prior to commencement of FMLA leave will not be lost.

FMLA – QUALIFIED EXIGENCY AND MILTARY CAREGIVER LEAVE

Qualified Exigency: Eligible employees (as described above) whose spouse, son, daughter, or parent has been notified of an impending call or order to covered active military duty, or who is already on covered active duty, may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

The qualifying exigency must be one of the following: (1) short-notice deployment; (2) military events and activities; (3) childcare and school activities; (3) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) parental care; or (9)

additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Military Caregiver Leave: An employee eligible for FMLA leave (as described above) who is the spouse, son, daughter, parent, or next of kin of a covered servicemember may take up to 26 weeks in a single 12-month period to care for that servicemember.

The family member must be a current member of the Armed Forces (including a member of the National Guard or Reserves), who has a serious injury or illness incurred in the line of duty on active duty for which they are undergoing medical treatment, recuperation, therapy, or otherwise is on outpatient status or on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, or members on the permanent disability retired list.

DEFINITIONS

- A **"son or daughter of a covered servicemember**" means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
- A "**parent of a covered servicemember**" means a covered servicemember's biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents "in law."
- The "**next of kin of a covered servicemember**" is the nearest blood relative, other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- **"Covered active duty"** means:
    - "Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
    - "Covered active duty" for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of Title 10 of the United States Code.
- **"Covered servicemember"** means:
    - An Armed Forces member (including the National Guard or Reserves) undergoing medical treatment, recuperation, or therapy, or otherwise in outpatient status or on the temporary disability retired list, for a serious injury or illness; or

- A veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

- **"Serious injury or illness"** means:
  - In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
  - In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating.

Amount of Leave: Qualified Exigency
An eligible employee can take up to 12 weeks of leave for a qualified exigency.

Amount of Leave: Military Caregiver
An eligible employee taking military caregiver leave is entitled to 26 workweeks of leave during a "single 12-month period." The "single 12-month period" begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date.

Leave taken for any FMLA reason counts towards the 26-week entitlement. If an employee does not take all 26 workweeks of leave to care for a covered servicemember during this "single 12-month period," the remaining part of the 26 workweeks of leave entitlement to care for the covered servicemember is forfeited. 29 C.F.R. § 825.127(e)(1) (2017).

Certification of Qualifying Exigency for Military Family Leave
The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave
The City will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of

continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

All other provisions of the FMLA policy, including Use of Paid Leave, Employee Status and Benefits During Leave, Procedure for Requesting Leave, and Benefits During Leave and Reinstatement, are outlined above in the FMLA policy.

Questions should be directed to Human Resources.

6.5 Extended Medical Leave

When medically necessary and upon receipt of a medical certificate from an employee's treating physician, the City Administrator may, at their sole discretion, approve a request for an unpaid medical leave extension of up to three months due to the employee's serious medical condition or to care for a spouse, parent, or child who has suffered a serious medical condition.

Before using unpaid leave under this section, the employee must exhaust all paid leave.

While on an extended medical leave, City benefits will administered through COBRA and will be offered at employees' cost.

Vacation, sick, and paid holiday leave will not be earned during a period of unpaid extended medical leave. Use of approved extended medical leave will constitute a break in service for purposes of computing years of service. The City of Ramsey does not guarantee job restoration after a period of extended medical leave.

The City requires a medical certificate attesting to the employee's fitness for duty prior to the employee being allowed to return to work. The fitness for duty report must be based on the particular health condition(s) for which the leave was approved and must address whether the employee can perform the essential functions of the job. The Administrative Services Director may consult with a physician or other expert to determine reasonable accommodations for any employee who is a "qualified disabled" employee under the Americans with Disabilities Act. If a fitness-for-duty certification is required, the City may deny reinstatement until it is provided.

6.6 Bone Marrow Donation Leave

State law provides for paid leaves of absence for employees who works an average of at least 20 hours per week and with to undergo a medical procedure to donate bone marrow. The length of the leave shall not exceed 40 work hours unless otherwise agreed to by the City. Bone Marrow Leave is not chargeable against accrued vacation, sick leave, or compensatory time off. The City may require certification from the treating physician regarding the purpose and duration of the leave requested by the employee.

6.7 Temporary Light Duty

Consistent with public service needs, the City may assign light duty to employees who are temporarily unable to fully perform all work duties. The City reserves the sole right to determine, on a case-by-case basis, whether light duty will be assigned and, if assigned, what duties the employee will be expected to perform. The duration of the assignment cannot exceed four weeks without the City Administrator's approval. The City does not guarantee that any light duty will be available and is under no obligation to create a new position to accommodate any employee's inability to perform the essential functions of their job. Police Department and Fire Department employees are not eligible for light duty assignments unless approved by the Department Head and the Administrative Services Director.

The procedure for applying for a light duty assignment is as follows:

- When an employee is unable to fully perform all assigned work duties, the employee may request light duty by submitting a written request to the Administrative Services Director. This request must be accompanied by the treating physician's medical certification indicating diagnosis, current treatment, and the extent and duration of any work restrictions.
- The City may require an independent evaluation conducted by a physician selected by the City to verify the diagnosis, current treatment, work restrictions, and expected length of disability.
- Decisions regarding light duty assignments will be made on a department-by-department, case-by-case basis. The Administrative Services Director, in consultation with the Department Head, will consider such factors as public service needs, budgetary consideration, the need for work that can be assigned as light duty, the employee's capability of performing the work, the number of employees unavailable for work due to injury or illness, and other relevant factors. The City does not guarantee the availability of light duty and is under no obligation to create a new position to accommodate an employee's inability to perform the essential functions of their job.
- The City will determine the duties the employee will perform during light duty. These may tasks from the employee's current job classification or any other duties the City deems appropriate. The duration of light duty will be determined at the sole discretion of the City and will not exceed four weeks without the City Administrator's approval.

If the treating physician requires a continuation of light duty beyond four weeks, the employee must submit updated documentation from the treating physician for review by the Administrative Services Director. Final approval or denial for an extension will be made by the City Administrator.

The City reserves the sole right to terminate a light duty assignment at any time.

6.8 Military Leave

State and federal laws regulate military leave for employees who are called to military service, whether in the Reserves or full-time service. Leave from employment to participate in military duty is addressed in federal law in the Uniformed Services Employment & Reemployment Rights Act (USERRA). Public employees in Minnesota engaged in military service have additional benefits under Minnesota statutes. Every City employee, whether in the Reserves or full-time service, will be afforded the benefits wo which they are entitled to under federal and state law. Employees should contact Human Resources for additional details.

6.9 Pregnancy and Parenting Leave

All employees are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees may take leave for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. Additionally, biological or adoptive parents may take leave in conjunction with the birth or adoption of a child. Eligible employees are entitled to up to 12 weeks of unpaid leave, which must begin within 12 months of the birth or adoption of the child. If the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

Employees should provide reasonable notice, which is at least 30 days. If the leave must be taken in less than 30 days, the employee should provide as much notice as practicable.

Employees are required to use accrued leave (i.e., sick leave, vacation leave) during Parenting Leave. If the employee has any FMLA eligibility remaining at the time this leave begins, the leave will also count as FMLA leave, and the two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay they received before commencing the leave.

Group insurance coverage will remain available while the employee is on leave under the Pregnancy and Parenting Leave Act; however, the employee will be responsible for the full premium unless otherwise provided in this policy (i.e., if the leave also qualifies under FMLA). For employees on an FMLA absence, the employer contributions toward insurance benefits will continue during the FMLA leave period.

6.10 School Conference and Activities Leave

Employees may take up to 16 hours of unpaid leave during any 12-month period to attend school conferences or classroom activities related to their child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. If the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice and make a reasonable effort to schedule the leave to avoid unduly disrupting City operations. Employees may choose to use vacation leave for this absence but are not required to do so.

6.11 Jury Duty or Witness Duty

Any employee who is required to serve as a juror or subpoenaed as a witness in court for job-related purposes will be granted a leave of absence with pay while serving in such a capacity. However, employees cannot receive more than their normal take-home pay when employer-paid leave supplements jury duty pay. Jury duty pay, excluding transportation reimbursements, must be remitted to the City within 30 days of receipt from the judicial agency.

If employees are excused from jury duty or serving as a witness during their regular working hours, employees are expected to return to work if practicable.

A copy of the summons shall be forwarded to Human Resources.

6.12 Funeral Leave

Employees may take up to 24 hours of funeral leave per occurrence, up to twice annually (a maximum of 48 hours per calendar year), for the death of an immediate family member. Funeral leave is not chargeable against any accrued vacation leave, sick leave, or compensatory time off. All funeral leave for a particular occurrence must be taken within five (5) calendar days from start to finish.

Additional funeral leave may be taken with prior supervisor approval. Such additional leave will be deducted from the employee' sick leave (up to three consecutive days), vacation leave, or compensatory time off, depending on the employee's choice and availability.

For the purposes of this section, immediate family includes as spouse, parent, stepparent, child, step-child, brother, sister, grandparent, grandchild, an individual where the employee is a legal guardian, or a similar member of employee's spouse's family.

SECTION 7 CONDUCT

7.1 Code of Conduct

Policy of Statement
It is the policy of the City of Ramsey to maintain a respectful work environment free from violence, discrimination, and offensive or degrading remarks or conduct. Preserving a respectful environment in which to work is the shared responsibility of both management and employees. Inappropriate conduct or communication can interfere with an individual's employment or use of public services or create an intimidating, hostile, or offensive work environment. Any employee found to have acted in violation of this policy shall be subject to appropriate disciplinary action, which may include dismissal from employment.

Scope
This policy governs the conduct of all City personnel, including elected officials; union, non-union, supervisory, non-supervisory, managerial, full-time, part-time and temporary employees; and members of City boards and commissions.

DEFINITIONS OF PROHIBITED BEHAVIORS

- **Violent behavior** includes the use or threat of physical force or intimidation to cause pain, fear, or harm.
- **Discriminatory behavior** includes inappropriate remarks about or conduct related to an employee's race, color, creed, religion, national origin, disability, sex, marital status, familial status, age, sexual orientation, membership or activity in a local human rights commission, status with regard to public assistance, or other characteristics protected by state or federal anti-discrimination law.
- **Offensive behavior** may include, but is not limited to, such work-related actions as rudeness, exclusionary behavior, creating or displaying graphics depicting co-workers or customers, angry outbursts, inappropriate joking, vulgar obscenities, name-calling, disrespectful language, or the intentional filing of an unfounded complaint under this policy.

POLICIES

1. **Expected Conduct of City Employees in General**
   Employees of the City shall conduct themselves at all times, while on duty or on City premises, in a manner that reflects most favorably on the City. Conduct unbecoming a City employee includes violent behavior, discriminatory behavior, offensive behavior, harassment, and any conduct that discredits the City, reflects negatively on it, or adversely impacts the functioning of City employees, departments, or the organization as a whole.

2. **Conduct in Dealing with the Public**

While representing the City, employees shall be courteous to all members of the public. Employees shall be tactful in the performance of their duties, exercise patience, and control their tempers. They must not engage in argumentative discussions or prohibited behavior, even if provoked. Course, violent, profane, or disrespectful language or gestures. As well as prejudicial expressions for any unlawful reason or lifestyle, or personal characteristics.

If a member of the public becomes abusive, employees should attempt to de-escalate the situation. Employees may lower their voice, ask the person to sit down, or, if necessary, refer the person to a supervisor. If the situation persists, employees may request police assistance. Employees are not required to continue conversations that include profanity or threats; in such cases, employees should inform the individual, as courteously as possible, that they are ending the interaction and will resume the conversation after the individual has calmed down.

3. **Conduct Between Employees**
   Employees shall cooperate with and treat co-workers at all levels courteously and respectfully. Employees are expected to refrain from violent, discriminatory, or offensive behaviors and to act professionally and courteously in their interactions. Inappropriate behaviors include, but are not limited to:
   - Slamming doors, pounding tables, or kicking furniture.
   - Unwanted physical contact, such as "roughhousing" (e.g., punching, pinching, or arm twisting).
   - Making threats, berating, belittling others, or refusing to speak or respond when spoken to.
   - Producing inappropriate graphics, using disparaging nicknames, or communication threats via any medium (voice, e-mail, notes, etc.).

   Employees shall refrain from making disparaging remarks about personal characteristics, engaging in unwanted horseplay or practical jokes, and failing to relay written, verbal or telephone messages.

4. **Reporting Inappropriate Workplace Behaviors**
   Any employee who believes that another City employee or elected official has engaged in behavior prohibited by this policy is encouraged to address the situation as described in paragraphs (a), (b), and (c) below. However, if the alleged conduct involves violent behavior, discriminatory behavior, or harassment prohibited by City policy, the employee is responsible for reporting the situation to the appropriate supervisor in accordance with the City's anti-harassment policy and paragraph (c) of this policy.

   a) If possible, politely but firmly tell the person who is behaving inappropriately that you are uncomfortable with or offended by the behavior and ask them to stop.

   b) Write a memorandum for personal reference that describes the inappropriate behavior, the date the inappropriate behavior occurred, how it made you feel, what you did, how the offending party responded, and the names and titles of any witnesses.

c) Report the conduct to your supervisor or department head or the employee's supervisor or department head. If the individual allegedly engaging in behavior is an elected official, report the conduct to the City's Administrative Services Director, City Administrator, the Mayor, or a member of the City Council, as appropriate.

When reporting, employees should be prepared to provide the following information:

1. The complainant's name, department, and position title.
2. The name, department, and position title of the offending party (if known).
3. The specific facts of the alleged inappropriate behavior, how long it has allegedly gone on, and any alleged employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) that was supposedly taken against the employee who is filing the complaint.
4. Names of witnesses, if any, to the alleged harassment.
5. Whether the complainant has previously reported the alleged misconduct and, if so, to whom.

5. Investigation of Complaints of Inappropriate Conduct

All supervisors and Department Heads receiving complaints of behavior prohibited by this policy shall report them to the Administrative Services Director. If the complaint involves alleged conduct by the Administrative Services Director, the supervisor or Department Head shall instead report the complaint to the City Administrator.

The Administrative Services Director, the City Administrator, or the identified designee, shall investigate complaints of inappropriate workplace conduct prohibited by this policy.

6. Consequences of Engaging in Inappropriate Workplace Conduct

Employees found to have engaged in prohibited conduct or to have intentionally filed a false complaint may face disciplinary action, up to and including termination, consistent with City policies and applicable laws. Supervisors who condone or fail to address prohibited behavior may also face disciplinary action.

7. Retaliation for Complaints of Inappropriate Workplace Conduct

All employees are prohibited from retaliating or threatening to retaliate against anyone who complains of inappropriate workplace conduct or participates in the investigation or response to such conduct. Any employee found to engage in retaliatory actions is subject to discipline, up to and including immediate termination, subject only to the provisions of this personnel policy, applicable policies of the Police and Fire Departments, applicable collective bargaining agreements or other contracts, and applicable law.

8. Relationship of Code of Conduct to Harassment Policy

This policy supplements and does not replace the City's policies prohibiting discrimination, harassment in the workplace, and workplace violence.

7.2 Harassment Policy

This policy applies to all City employees, personnel, and volunteers without exception, including elected officials, appointed board and commission members, temporary employees, employees working under contract for the City, and members of the paid-on-call fire department.

It is the policy of the City that all employees should be able to enjoy a respectful workplace and a work atmosphere free from all forms of unlawful harassment, including implied or expressed forms of sexual harassment. Harassment infringes on an employee's right to a comfortable, respectful work environment, is against City policy, and will not be tolerated. All employees are expected to treat their coworkers, subordinates, supervisors, and public contacts with respect at all times. The City does not tolerate any form of sexual harassment in the workplace, including acts committed by non-employees.

Any form of sexual harassment or other protected-class harassment, as defined in this policy, is prohibited and may result in disciplinary action, up to and including immediate termination.

Sexual Harassment and Other Protected Class Harassment
For purposes of this policy, the term "sexual harassment" includes unwelcome physical or verbal conduct relating to an individual's sex or gender, or conduct directed at an individual because of sex or gender. This includes unwelcomed sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual or gender-related nature, when:

1. Submission to such conduct is made either implicitly or explicitly as a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting the individual;
3. Such conduct has the purpose or effect of substantially interfering in an individual's employment or creating an intimidating, hostile, or offensive working environment.

Violation of this policy by an employee may result in disciplinary action, up to and including termination.

Examples of sexually harassing conduct under this policy may include, but are not limited to, the following:

- Use of offensive or demeaning terms that have a sexual connotation or a negative gender connotation;
- Objectionable physical proximity or physical contact;
- Any unwelcome, sexually motivated touching;
- Repeated, unwelcome suggestions regarding, or invitations to, social engagements or work-related social events;
- Any indication, express or implied, that an employee's job security, job assignment, opportunities for advancement, or other terms or conditions of employment may depend on the granting of sexual favors to any other employee or supervisor;

- Any action relating to an employee's job status that is taken as a direct result of granting or refusing social or sexual favors;
- The deliberate or careless creation of an atmosphere of sexual harassment or intimidation;
- The deliberate or careless expression of jokes or remarks of a sexual nature to, or in the presence of, employees who may find such jokes or remarks offensive;
- The deliberate or careless dissemination or display of materials such as cartoons, articles, pictures, other graphics of a sexual nature that are not necessary for work;
- The use of suggestive facial expressions or gestures of a sexual nature.

Other protected class harassment is offensive conduct or communication based on an individual's race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, status with regard to public assistance, or any other characteristic protected by State or federal law when:

1. Submission to such conduct is made either implicitly or explicitly as a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting the individual's employment;
3. Such conduct has the purpose or effect of substantially interfering in an individual's employment or creating an intimidating, hostile, or offensive working environment.

All employees should keep in mind that the absence of intent to harass an individual is not a defense to a complaint of harassment. It is the impact and nature of the conduct, not the intent, which determines whether the conduct is harassing.

Any employee who believes they are being subjected to sexual harassment or other protected class harassment in any form, or any employee with knowledge or belief of conduct on the part of another employee or other individual which may constitute a violation of this policy, is required to report the alleged conduct immediately to a supervisor or the Administrative Services Director. If the Administrative Services Director is the person alleged to have engaged in conduct prohibited by this policy, complaints should be made to the City Administrator. While the City encourages written reports of the alleged conduct, verbal reports will be accepted. The individual receiving the report should be prepared to supply the following information:

1. Date, time, and location of the incident
2. Identification of the offender(s)
3. A detailed description of the incident
4. Any materials in the complaining employee's possession related to the incident (e.g., cartoons, articles, pictures)
5. Identification of any potential witnesses to the incident

Additionally, at the time of the incident, if you are the employee being subjected to the inappropriate behavior and feel comfortable so doing, you may, but are not required to, courteously but firmly tell the individual(s) engaging in the inappropriate behavior to stop, explaining that the behavior makes you feel intimidated, offended or uncomfortable. Include a summary of this discussion in your report to the supervisor, Administrative Services Director, or City Administrator.

Supervisors are responsible for maintaining a work environment that is respectful and free from discrimination in any form. These responsibilities include proactively maintaining the compliance with this policy by all employees.

Any supervisor who receives a formal or informal, oral or written report of harassment, or has personal knowledge or reason to believe that such harassment has occurred, should inform the Administrative Services Director immediately, without screening or investigating the report. If the Administrative Services Director is involved or have a conflict of interest, the report shall be made to the City Administrator pursuant to the reporting procedures. Failure of any supervisory employee to forward such a report to the appropriate party may be grounds for discipline. If appropriate, the Administrative Services Director shall inform the Department Head of the report of harassment.

Upon receipt of a report or complaint of sexual harassment or other protected class harassment, the Administrative Services Director or City Administrator shall undertake or authorize an investigation. The investigation may be conducted by City officials or by a third party designated by the City. The City may take immediate steps, at its discretion, to protect the complainant and other employees or members of the public pending completion of the investigation.

The investigation methodology will be determined by the investigator depending on the specifics of each complaint. Investigations typically include, at a minimum, interviews with the reporting employee, the complaining employee (if different from the reporting employee), and alleged offender(s). The investigation methodology may additionally include additional interviews, document review, and other methods deemed pertinent by the investigator.

Every effort will be made to respect the privacy and identity of all parties to a complaint brought under this policy, subject to any applicable law, including the Minnesota Government Data Practices Act ("MGDPA"). In addition, the City has an obligation to investigate, take necessary action to address allegations, and comply with relevant state and federal regulations, and retains the right to disclose the identities of parties to a complaint, including witnesses, and the substance of complaints or witness statements as permitted or required by applicable law, including the MGDPA.

The investigator will forward a summary of the investigation, including the investigator's findings and conclusions, to the Administrative Services Director or City Administrator, as appropriate. The City will take all appropriate action, including, but not limited to, disciplinary action, to address any confirmed violation of this policy.

The City will not tolerate acts of retaliation against employees who have made a good faith

report of suspected violations of this policy or any person who assists or participates in an investigation or proceeding related to such investigation. The City will discipline or take other appropriate action against any employee, personnel, elected official, or volunteer who engages in acts of retaliation towards such individuals. For purposes of this policy, retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

7.3 Workplace Violence Policy

Purpose and Definitions

This policy applies to all City employees, personnel, and volunteers without exception, including elected officials, temporary employees, employees working under contract for the City, and members of the paid-on-call fire department. The City of Ramsey is committed to maintaining a safe environment for its employees and customers, free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Accordingly, the City will not tolerate any acts of violence toward employees, customers, or property. Any employee who commits or threatens an act of workplace violence may be subject to investigation and discipline, up to and including immediate termination. It is the goal of the City to provide a workplace that is free of intimidation, threats, and violence. This policy will also seek to provide guidance to employees when they encounter a situation that they believe could result in violence.

For purposes of this policy, the following definitions will be used:

Workplace Violence: The term "workplace violence" encompasses a wide range of behaviors that include, but are not limited to, any act of physical, verbal, or written aggression against an employee or customer of the City; threats to inflict physical harm, or damages to property; harm to family members of an employee; or any purposeful or knowing behavior that would cause a reasonable person to feel threatened by an employee or non-employee in the workplace. Workplace violence does not include reasonable force in the defense of oneself or others. It also does not include the appropriate use of force or weapons by law enforcement officers or others acting lawfully to protect and defend life and property, effectuate an arrest or detainment, or for other lawful purposes.

Threat: An expression by word or conduct of intent to commit violence that places the listener or reader in fear of imminent bodily harm, or is of such character that another individual could reasonably be placed in fear of imminent bodily harm. The overall context of statement, including non-verbal communications, will be taken into account to determine if such an expression is a threat covered by this policy.

Employee Responsibilities

Employees are expected to treat co-workers, citizens, and property with respect. No employee is permitted to commit or threaten violence against another employee or customer of the City. Examples of prohibited conduct include, but are not limited to, physical abuse, verbal threats to inflict physical harm, vandalism, arson, and use of weapons.

Employees are not permitted to bring a weapon into the City workplace or onto City property unless the weapon is required to fulfill the employee's job duties, such as those of a police officer.

City employees should not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If anyone on City premises displays such behavior, regardless of whether they are a City employee, such behavior should be reported immediately to the employee's supervisor. Employees are responsible for making the report, regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who was threatened or who was the focus of the threatening behavior.

Employees should remain alert to and immediately report suspicious or threatening behavior and incidents of workplace violence to their supervisor. Employees should contact 911 in the case of an immediate, serious threat or crime. In the event of imminent danger to persons or property, employees shall always take action to safeguard individuals or property before making a formal report. Except as noted above, reports shall be made as soon as possible after a threat or act of workplace violence – preferably within 4-6 hours, or sooner if reasonable.

Even without an actual threat, employees shall report any behavior they have witnessed that they regard as threatening or violent.

Employees who have identified City work locations as being protected for purposes of restraining or protective orders shall immediately notify their supervisor. The City understands the sensitivity of the information and will endeavor to handle the matter respectfully while also providing necessary notification and advance warning to fellow employees.

Supervisory Responsibilities
Supervisors are expected to appropriately and safely intervene when an employee is subjected to abuse, whether from another employee or a member of the public. Supervisors and Department Heads who witness workplace violence or receive a complaint of workplace violence must notify the Administrative Services Director as soon as possible.

The responding supervisor shall assess whether there is a significant current risk of violence that could result in physical harm to people and/or property. The supervisor should establish command and determine the appropriate level of emergency response. Actions supervisors or Department Heads may take include:

- Ensuring that 911 has been called.
- Alerting other employees in the immediate area about the situation.
- Attempting to move individuals at risk to a safer location.
- Implementing the appropriate evacuation procedures if rapid evacuation of the building seems warranted.
- Controlling staff involved to prevent interference with or hinderance of law enforcement or emergency personnel efforts.
- Ensuring that necessary medical attention and/or emotional support is provided to the employees affected by the incident.

- Contacting the Administrative Services Director to:
  - Arrange for relief from duty of the employee(s) involved in the workplace violence.
  - Coordinate an investigation.
  - Handle disciplinary actions and return-to-work procedures.

The Administrative Services Director may address the situation by:

- Assessing the needs of victims and other employees impacted by the incident.
- Evaluating and implementing additional security measures based on the following considerations:
  - The likelihood of violence.
  - The costs and benefits of security measures.
  - the impact of security measures on the employee(s) involved and the rest of the workforce.
  - the impact of security measures on the City's ability to meet customer needs.

If a supervisor or Department Head is notified of an employee identifying City work locations as being protected areas due to restraining or protective orders, or in cases involving domestic violence, the Administrative Services Director must be consulted immediately to determine the appropriate course of action.

Due to the need to allow public access to City facilities and services, the City cannot guarantee that violence will not occur on its premises.

The City subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the consequences for violating this rule, and providing a hierarchy for reporting incidents of violence without fear of reprisal.

Any City employee who violates this policy may be subject to disciplinary action, up to and including immediate termination.

Any customer of the City who violates this policy may be denied access to City business locations. Anyone who engages in violence may be subject to criminal sanctions.

7.4 Domestic Violence

At the request of the employee, the City will attempt to make reasonable accommodations to shield or protect the employee from abuse while at work. These accommodations may include screening telephone calls and visitors or implementing other temporary measures. In accordance with Minnesota law, employees may also use sick leave for "safety leave" related to domestic violence situations.

7.5 Appearance and Dress Policy

The appearance and dress of City employees has a direct reflection on the professionalism of our services. A neat, well-groomed employee presents a positive image of the City and demonstrates the pride of City employees. Appearance and attire significantly influence how community members perceive City staff and the confidence customers have in the City's ability to provide quality services. The standard office attire for employees Monday through Friday will be Business Casual or Formal Business, with some exceptions on Fridays as noted below.

APPRORIATE CASUAL / FORMAL BUSINESS ATTIRE

- Suits
- Sport Coats or blazers
- Dress slacks, pants, khakis, colored denim dress jeans (no blue jeans unless working outdoors or in spaces that are not clean; no rips, tears, stains, frayed fabric, etc.)
- Dress shirts, polos, blouses, shirts, or sweaters
- Dresses, skirts or business capris (no more than 3 inches above the knee)
- Any type of business shoes, dress sandals, loafers, clean earth-tone, white or black athletic shoes, but no extreme colors such as violet, indigo, blue, green, yellow, orange and red. (Crocks, flip flops, thongs, or barefoot sandals are not allowed, unless a doctor's note stating the reason for the exception is submitted to Human Resources.)

APPROPRIATE CASUAL FRIDAY ATTIRE

- Casual sweaters, shirts or polos (slogans or advertising may not exceed 2 inches, other than City logos)
- Hooded sweatshirts with a City of Ramsey logo
- Casual slacks, pants, and denim jeans (no rips, tears, stains, frayed fabric, etc.)
- Periodically, as announced, sport jerseys or team shirts may be worn on casual Friday (in good condition; no sweat pants or wind pants)

Employees who take Friday off may not substitute another day for "casual Friday."

INAPPROPRIATE ATTIRE AND APPEARANCE IN THE WORKPLACE

- Unkept personal hygiene and an appearance that is not neat and tidy.
- Extreme hair colors and shoes such as violet, indigo, blue, green, yellow, orange and red.
- Tattoos that are deemed offensive, including, but not limited to depicting racial, sexual, discriminatory, or gang-related images or obscene language, or those that undermine City's values. Offensive tattoos must be covered while working.
- Tattoos on the head, face, neck, and hands are prohibited, excluding a tattooed ring.
- Piercings that are loose or dangle, except for earrings or small, snug-fitting nose piercings or studs.
- Piercings that interfere with speaking clearly.

- Facial piercings (e.g., septum, eyelid, eyebrow, cheek, lips, etc.).
- Slogans or advertising exceeding 2 inches, except for City logos.
- T-shirts, halter tops, tank tops, tube tops, muscle shirts, and shirts or dresses with spaghetti straps.
- Garments revealing the midriff or off-the-shoulder.
- Athletic wear (e.g., workout clothes, sweatpants, sweat suits, leggings, and yoga pants unless the upper garment drapes over and down to the mid-thigh).
    - Team jerseys or sweatshirts may be worn during special sporting events on Fridays.
- Shorts and mini-skirts.
- Dirty, ripped, wrinkled, or stained clothing.
- Transparent or overly tight garments.
- Clothing that is overly revealing or outlandish, causing distraction.
- Clothing with offensive or derogatory images or wording.
- Flip flops, thongs, barefoot sandals, and bare-bottom shoes.

Employees Who Work Outdoors
Employees who work outside must follow the dress code established by their Department Head. Clothing must always be neat, clean, and not overly worn, faded, or in disrepair. Work shirts may not be sleeveless, and employees may not go shirtless while on duty. Solid-color shorts and jeans are acceptable when appropriate and with prior approval from the Department Head.

Uniformed Personnel
Uniforms provided to some City employees are expected to be neat, fresh, and clean when reporting for duty. Each department is responsible for ensuring that employees follow regulations regarding uniforms, related accessories, and equipment. Uniforms bearing City identification may not be worn during off-duty hours.

Under certain circumstances, employees may be required, as a condition of employment, to wear clothing identifying them as a City of Ramsey employee. If applicable, a payroll stipend may be provided, and applicable taxes will be withheld according to the IRS regulations.

Religious Considerations
Nothing in the policy is intended to infringe upon an individual's desire to observe and exercise religious practices. The City will make reasonable effort to accommodate religious practices regarding dress to the extent that it can do so without affecting employee or customer health and safety.

Enforcement
The Administrative Services Director, Department Heads or the identified designee are responsible for enforcing this policy. If counseling is ineffective, violations of this policy may result in disciplinary action, up to and including termination. Employees sent home to change clothes shall not be paid as regular duty during that time; they may use vacation time or unpaid leave.

Exceptions

Exceptions to this policy will be made only on a case-by-case basis with a doctor's note stating the reason for the exception.

7.6 Off-Duty Conduct

The City's effectiveness depends upon the respect and confidence of residents, business owners, and employees. Inappropriate off-duty conduct detracts from community or employee respect and confidence. It is the City's policy to investigate circumstances suggesting that a City employee has engaged in inappropriate off-duty conduct that reflects unfavorably on the City. If inappropriate off-duty conduct is determined to have occurred and it affects the City's business or reputation, discipline may be imposed, up to and including termination.

Examples of inappropriate off-duty conduct include, but are not limited to, the following:

- Certain moving violations
- Theft
- Violence
- Use of City position to manipulate or control others
- Conviction of a gross misdemeanor or felony

This policy applies to all City employees (full-time, part-time, paid-on-call, temporary, casual, etc.); to acts that occur within or outside of City limits; and to acts that occur during or outside work hours.

7.7 Employee Parking

To ensure the public has easy access to the entrances of City Hall, employees must park personal vehicles in the Municipal Parking Ramp unless otherwise approved by the Department Head. City vehicles may be temporarily parked on the road or in the south parking lot as needed for City business. Personal vehicles may only be parked on the road for the time necessary to load or unload supplies for a City function.

7.8 Conflict of Interest and Divided Allegiance

This policy applies to all City employees, personnel, and volunteers without exception, including elected officials, appointed board and commissioners, temporary employees, employees working under contract for the City, and members of the paid-on-call fire department.

The City Council and the City Administrator are committed to governing the City organization in a manner that is free of personal conflicts. For the purposes of this policy, the term "conflicts" refers to both "conflicts of interest," as defined under applicable state and federal law, and "divided allegiances," as defined in this policy.

This policy addresses how the City approaches actual or perceived conflicts. The definitions provided encompass more than the specific conflict-of-interest scenarios addressed by the state

or federal laws. A conflict of interest not identified in this policy may still violate those laws. City officials may have a legal conflict of interest even if their conduct does not amount to a conflict under this Policy. Nothing in this policy authorizes, or should be interpreted as authorizing, City officials to have an interest in a transaction prohibited by state or federal law. Employees and elected officials who have a conflict of interest recognized by state or federal law are subject to all applicable legal consequences.

The purpose of this Policy is to inform City elected officials, appointed commission members, and staff of the City's broad definition of conflicts and to establish procedures for declaring and monitoring conflicts as they arise. The City Council requires each elected official, appointed commission member, and staff member to be advised of this policy, and provided with a copy upon assuming their City's duties or relationship. All individuals subject to this policy are responsible for understanding and adhering to it.

This policy recognizes that a conflict of interest may exist whenever the personal or professional interests of an elected official, appointed commissioner, or staff member are potentially at odds with City's interests. Since the City Council is responsible for ensuring that the organization's management serves the City's best interests, over and above the interests of any insider, this policy broadly defines potential conflicts of interest to include all instances when a person within the organization may be able to exert authority, influence, or bias on any issue in which they may have divided allegiances.

The City Council acknowledges that conflicts may exist not only from financial interests in a transaction but also from non-financial interests. In all cases, the City Council is committed to ensuring that whenever a dual interest exists – whether personal, business, organizational, or professional – and it intersects with the position and interests of the City, such conflicts are disclosed, and resulting decisions are managed fairly and appropriately.

Furthermore, the procedures outlined in this policy apply not only when an actual conflict is demonstrated but also when the interests or concerns of another party to which one has allegiance may reasonably be seen as competing with City's interests or concerns. The City Council's decision to apply heighted scrutiny and procedures when a conflict involving elected official, appointed commissioner, or staff member appears to have a conflict acknowledges the public's increasing sensitivity to self-dealing and lax management by public officials.

The three types (or "tiers") of conflicts defined in the policy are not mutually exclusive. An interest that qualifies as a conflict of interest under one tier may also qualify under another tier, depending on the specific circumstances.

CONFLICT OF INTEREST, DIVIDED ALLEGIANCES, AND DEFINITIONS

Tier 1 -- Direct conflict: A direct conflict exists whenever there is any proposed transaction or action of the City in which an elected official, appointed commissioner, or staff member has any direct involvement or interest. Direct conflict of interest occurs when a decision or action would compromise a duty to a party without taking immediate, appropriate action to eliminate the

conflict. These transactions are subject to the highest scrutiny.

Tier 2 -- Indirect conflict: An elected official, appointed commissioner or staff member has an indirect involvement or interest in a proposed transaction or action of the City whenever:

1. Any other party to the transaction or party affected by the action is a "family member" (i.e., a relative) of the elected official, appointed commissioner, or staff member, or there is a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on the make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests.
2. Any other party to the transaction or party affected by the action is an entity in which the elected official, appointed commissioner, or staff member has a material financial interest.
3. The elected official, appointed commissioner, or staff member is an officer, director, trustee, staff member, or partner of any other party to the transaction or party affected by the action.

Conflicts involving more immediate relatives should generally be subject to a higher level of scrutiny by the City than those involving relatives who are more distantly related. However, each situation involves individual circumstances to be weighed by the City Council and City Administrator.

Tier 3 -- Potential conflict or the appearance/perception of conflict: Elected official, appointed commissioners, and staff members should follow the disclosure procedures outlined in this policy when the interests or concerns of any elected official, appointed commissioner, or staff member, or of any of their relatives, or any other individual group or organization to which such person has allegiance, may reasonably be seen by a third party as competing with the interests or concerns of the City, or when conflicting duties or loyalties exist.

For purposes of this policy, the term "relative" includes all of the following individuals: spouses, parents, children, children's spouses, siblings, spouses of siblings, aunts, uncles, first cousins, step-parents, and step-children.

For purposes of this policy, a "material financial interest" exists when an individual or their relative has rights (whether or not yet vested) to be paid compensation, employee or retiree benefits, dividends, or profit-sharing, or to have their expenses reimbursed, obligations repaid, or other liabilities satisfied. The term is intended to include any and all remunerative expectations.

The City's elected officials, appointed commissioners, staff, and consultants shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, donors, grantees, or parties to sub-agreements, with the exception that unsolicited gifts — such as trinkes or mementos costing $5.00 or less, not given regularly — may be accepted.

When there is any doubt as to whether a conflict exists, either pursuant to this policy or under applicable law, the matter shall be resolved by the City Attorney.

All local officials, as defined in Minnesota law, must comply with Minnesota law regarding the

receipt of gifts.

PROCEDURE WHEN APPOINTED OFFICIALS HAVE A CONFLICT

When conflicts arise, the interested appointed official must:

1. Prepare a written statement or make a verbal announcement at the applicable public meeting, describing the matter requiring action or decision and the nature of the potential conflict of interest.
    a) Deliver a copy of the notice to the chair of that board, commission or committee. If the chair has the conflict, the notice should be delivered to the appointing authority, the City Council.

PROCEDURE WHEN ELECTED OFFICIALS HAVE A CONFLICT

When conflicts arise, the interested elected official must:

1. Prepare a written statement or make a verbal announcement at the applicable public meeting, describing the matter requiring action or decision and the nature of the potential conflict of interest.
    a) Deliver a copy of the notice to the presiding officer (typically the mayor).
    b) If the mayor has the conflict, the notice should be delivered to the acting presiding officer.

PROCEDURE WHEN STAFF HAVE A CONFLICT

1. Each staff member has a duty to disclose to the City Administrator, Finance Director and/or Administrative Services Director the material facts of any proposed transaction of the City in which such person has any conflict(s) identified by this policy. Staff shall prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict of interest.

2. The disclosure required under item 1 (above) is to be made immediately and, to the extent possible, before any consideration of such proposed transaction by the City. If a staff member does not recognize the existence of a conflict prior to a decision regarding the transaction, the staff member has a duty to disclose the material facts of the conflict as soon as it is recognized.

3. A staff member having a conflict shall not participate in the deliberation or decision by the City regarding the transaction under consideration unless invited by the City Council, City Administrator, Finance Director, and/or Administrative Services Director, after considering the significance of the disclosed conflict to the City. The City Council, City Administrator, Finance Director, and/or Administrative Services Director may also request that the staff member provide the City with any relevant information regarding the matter.

The City Council, City Administrator, Finance Director and/or Administrative Services Director shall take any additional actions necessary to ensure that the conflict is properly disclosed to management and that appropriate steps are taken as the transaction and its terms are brought forth for decision-making and/or implementation. Furthermore, the City Administrator, Finance Director, and/or Administrative Services Director shall maintain a record of the existence of the conflict, the procedures employed in managing it, and its resolution.

SECTION 8 DISCIPLINE / GRIEVANCE PROCEDURES

8.1 Discipline

City employees are subject to disciplinary action for failing to fulfill their duties and responsibilities, including failure to observe proper workplace conduct adopted by the City Council. Compliance with work rules and policies are essential functions of all City positions; deficiencies in these areas will be addressed through the discipline process listed below.

It is the policy of the City to administer disciplinary penalties without discrimination. Except for probationary employees and as expressly described in this policy, employees may use the grievance procedure under the personnel policy concerning any disciplinary action. To the extent practicable, the supervisor or Department Head shall investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

Nothing in this policy shall be interpreted as altering the City employees' status as "at-will" employees or creating any type of "just cause" standard for discipline or termination. When determining whether to impose discipline, including termination, the City may consider all relevant factors, including but not limited to the seriousness and frequency of misconduct and the employee's disciplinary history.

Discipline may be in one or more of the following forms, although the City of Ramsey reserves the right to take any disciplinary action at any time:

a) Oral Reprimand
b) Written Reprimand
c) Suspension
d) Demotion
e) Termination

a) **Oral Reprimand:** A verbal reprimand may be imposed by a Department Head for minor violations or incidents. The Department Head must maintain a record of each verbal reprimand. A verbal reprimand may not be appealed or submitted through the grievance process.

b) **Written Reprimand:** A written reprimand shall state that the employee is being reprimanded for misconduct and describe the misconduct. The employee shall be given a copy of the written reprimand and sign the original, acknowledging receipt of the reprimand. The signature of the employee does not necessarily indicate agreement with the reprimand. If the employee refuses to sign the original reprimand, such refusal will be noted on the reprimand. The reprimand shall be placed in the employee's personnel file.

c) **Suspension Without Pay:** Before the suspension or as soon thereafter as possible, the employee shall be notified in writing of the reason for the suspension and its length. The employee shall sign the original suspension notice,

acknowledging receipt. The signature of the employee does not necessarily indicate agreement with the suspension. If the employee refuses to sign the suspension notice, such refusal will be noted on the notice. A copy of each written statement shall be placed in the employee's personnel file.

d) **Demotion:** The City may demote an employee as it deems necessary to address disciplinary concerns, performance problems, or other factors related to meeting public service needs. A demotion results in a reduction in pay, classification, or duties.

e) **Termination:** The City may terminate an employee at any time, for any lawful reason or no reason at all. All employees will be notified in writing of the reason for the termination. The employee shall sign the original dismissal notice, acknowledging receipt. If the employee refuses to sign, such refusal will be noted on the dismissal notice. The signature of the employee does not mean agreement with the dismissal. For employees subject to the Minnesota Veterans' Preference Act, the City will provide written notice of the charges against the employee and follow all other provisions of Minnesota Statutes, Section 197.46, as amended.

In cases of suspension, demotion or termination, the employee shall be granted a hearing before the City Council if the employee submits a written request for such a hearing to the City Council within five (5) working days of notification of the action taken. At its sole discretion, the Council may hold the hearing at its next regularly scheduled meeting or any date within thirty (30) days of such meeting. The City Council has the sole discretion to conduct the hearing or to appoint a subcommittee to conduct the hearing. If the Council appoints a subcommittee, the subcommittee shall make its recommendation to the Council at the next regularly scheduled meeting following the hearing. The Council's decision is final.

If the Council overturns the disciplinary decision, the employee will be reinstated to the employee's position with back pay.

For purposes of the Minnesota Government Data Practices Act, the initial disciplinary decision constitutes the final disposition of a disciplinary matter unless the employee files a timely appeal with the City Council. In such cases, the Council's decision constitutes the final disposition.

Employment at the City of Ramsey may be terminated at the will of either the employee or the City, at any time, and for any lawful reason or no reason at all.

8.2 Grievance Procedure

It is the policy of the City, whenever possible, to prevent the occurrence of grievances and to deal promptly with those that occur. For purposes of this policy, a grievance is defined as a dispute or disagreement as to the interpretation or application of this personnel policy.

Employees shall have the right to present grievances either individually or as a group. Grievances shall be presented to the City Administrator in writing within five (5) calendar days of the occurrence of the alleged grievance.

The City Administrator shall respond to an employee's grievance within fourteen (14) calendar days after receiving the alleged grievance. The decision of the City Administrator is final, except that when the City Administrator is directly involved in the facts giving rise to the grievance, an appeal may be made to the City Council for final decision within fourteen (14) calendar days of the City Administrator's decision. In such an appeal, the City Council's decision is final. If the City Administrator does not respond to the grievance within fourteen (14) calendar days of receipt, the grievance shall be considered denied for purposes of the appeal time period discussed above.

In compliance with federal or state law, an employee may also grieve any alleged unsafe act or practice, adverse working conditions, violation of civil rights, and alleged hazardous materials management.

SECTION 9 TRAVEL, TRAINING, AND EDUCATION

9.1 Travel Policy

Purpose
The City of Ramsey recognizes the need for continued training and professional development for its elected officials and City staff. As part of such training, elected officials and staff may be required to travel to attend workshops, conferences, and other assignments. This policy sets forth the conditions under which such travel will be reimbursed by the City.

Policy
A request by a Council Member for reimbursement for travel expenses must be approved by the full City Council at an open meeting prior to registering for the event. A request by an employee for reimbursement for travel expenses must be approved by the Department Head prior to registering for the event. Requests for travel will be evaluated based on all relevant factors, including but not limited to the following:

- Whether the person traveling will be receiving training on issues relevant to the City or to their job duties.
- Whether the person traveling will be viewing or studying a facility or function that is similar to one being operated by or considered by the City of Ramsey.
- Whether the person has been specifically assigned by the City Council to testify on behalf of the City before federal or state officials.
- Whether the City has sufficient funding available in the budget to pay the cost of the trip.

No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.

9.2 TRANSPORTATION / AIRLINE TRAVEL CREDITS

The most cost-efficient mode of travel should be used, taking into consideration reasonable time constraints.

Whenever City funds are used to pay for airline travel by an elected official or City employee, all arrangements must be approved by the City Council or Department Head, respectively, prior to City funds being used. All commercial transportation shall be tourist or coach class. First-class fares will not be reimbursed. Printed detailed receipts for airfare must accompany a request for reimbursement form.

Individuals shall not accept or accumulate travel credits; i.e. travel credits shall be declined by the traveler.

9.3 MILEAGE REIMBURSEMENT

A City vehicle should be used whenever one is available. If a City vehicle is not available, and the Department Head approves use of an employee's personal vehicle for City travel, the City will reimburse the employee for miles driven in excess of the employee's normal mileage to and from work, if not leaving from or returning to the work location, at the current IRS rate per mile. Mileage is not reimbursable through petty cash. Each request for reimbursement must include the following:

1. Online mapping directions printed showing total miles traveled on City business.
2. If not leaving from employee's work location and/or returning to the work location, online mapping directions printed, showing the total miles to and from the employee's home and normal work location must be included to subtract from #1 above, with no exceptions.
3. Net miles claimed for the reimbursement.
4. The business purpose of the trip, name of the event, and entity/building location name.
5. Starting and ending addresses for each location to substantiate mileage claim.

This level of detail must be documented and included on the request for reimbursement. Employees should contact the Finance Department for clarification or assistance.

If it is necessary to rent a vehicle to conduct City business, the City will reimburse employees or City Council Members for the cost of renting a vehicle. Care should be taken to rent the least expensive vehicle available.

9.4 LODGING

When on City business 40 miles or more away from City Hall, lodging accommodations may be provided by the City. All requests for lodging must be submitted to and approved by the Department Head prior to payment. Actual costs for a single-occupancy room will be reimbursed, but charges shall be reasonable and consistent with the facilities available.

Each employee traveling on City business pursuant to this policy must stay in a private hotel room. Employees are not allowed to share rooms while traveling on City business unless otherwise approved in advance by the City Administrator or the Administrative Services Director. To minimize costs, the employee or elected official shall stay at a host hotel or motel, or a less expensive hotel, at the discretion of the attendee's Department Head.

Regardless of distance from City Hall, in the event of severe weather or other situations or conditions that make traveling hazardous, employees may secure lodging until it is safe to return. Employees should attempt to contact their department head prior to obtaining lodging. If contact cannot be made, employees should pay for their lodging at their own expense. Employees may request to be reimbursed; however, reimbursement is not guaranteed.

The City will not reimburse costs associated with the attendance of a family member at a workshop, conference, and other assignment. Printed detailed receipts are required for lodging and must accompany a request for reimbursement form.

9.5 MEALS

When on City business, a maximum of three meals per day will be reimbursed by the City. Attendees must take advantage of all meals that are provided and included in the registration fee for workshops, conferences, or other assignments. The City will not reimburse for alcoholic beverages, tobacco products, or costs associated with family members.

Printed detailed meal receipts are required and must accompany a request for reimbursement form. The detailed meal receipt must include the food and beverage items ordered. The request for reimbursement form must include an explanation of the public purpose for the meal and a list of the attendees. The receipts and reimbursement request form shall be submitted to the Finance Department for payment.

The maximum reimbursement rates for meals, including taxes and tips, are as follows:
Note: The City will reimburse tips up to 20% of the bill (before taxes). Employees choosing to tip more than 20% will not be reimbursed for the difference.

Breakfast: $18.00 **Lunch:** $20.00 **Dinner:** $36.00

The City Council recognizes the public purpose of the City Administrator's business meetings with developers, staff, consultants, Council members and others. Therefore, the City Council grants discretion to the City Administrator, or the City Administrator's designee, on a case-by-case basis, to seek reimbursement from the City for business meals, regardless of where or when those meals occur.

9.6 Training, Licensure, and Education Policy

The City of Ramsey is responsible for delivering services to a broad constituency of residents and organizations. These services are delivered by staff members, consultants, and outside agencies. The Ramsey City Council, in an effort to ensure ongoing quality service delivery, provides a program for training its staff.

It is the primary objective of the training program is to ensure that training funds are allocated to learning activities that address organizational goals and follow a progression of skill development. Annually, each department is responsible for projecting individual staff training needs for the next five years.

Department budget requests and future projections will be evaluated to ensure compliance with organizational goals and budget allocations. The Department Head is responsible for presenting

the annual training budget to the City Administrator. The City Administrator will present the recommendations to the City Council as part of the annual budget process.

All departments will have opportunities to meet their training goals. However, it is understood that different departments and staff members will have varying levels of training needs. The City will not allocate training funds to specific staff members but will address the varying needs of the organization and the public.

Training Reimbursement
Training is defined as short-term, specific coursework designed to develop particular job skills.

- The City will pay for job-related, position-specific training approved by the Department Head and City Administrator and deemed necessary to effectively fulfill the requirements of the position, provided there is adequate funding in the training budget and at the sole discretion of the City Administrator.
- The City will pay for or reimburse employees for any training required by the City to attain or maintain job-related certifications.
- Conferences and seminars may include meals and lodging, if necessary, for both in-state and out-of-state training. Travel expenses for in-state training will be provided through the budget process. Travel expenses for out-of-state training require prior approval from the Department Head and City Administrator.
- Department Heads are responsible for providing Human Resources with records on all employee training funded by the City. Upon request, a report documenting training received and funds expended will be prepared.

Post-Secondary Tuition Reimbursement
Tuition reimbursement is defined as eligible costs incurred as a result of attending an accredited post-secondary educational institution.

With pre-approval, regular City employees are eligible to participate in tuition reimbursement. However, it is the expectation of the City of Ramsey that new hires come to the City fully qualified for their position. Therefore, post-secondary tuition reimbursement shall not be provided during an employee's first year of service.

Completion of additional education is not a basis for requesting a salary increase. Courses should be taken outside of work hours; however, when unavoidable, courses may be taken during the workday with prior approval from the Department Head and the City Administrator.

Employees wishing to utilize the City's tuition reimbursement funds must:

1. Submit a request via a "Pre-Approval for Tuition Reimbursement" form prior to registration for classes. This process should be completed prior to the applicable annual budget process.

2. Submit a reimbursement request form after successful completion of classes. Employees should be aware of the following key points:

- Employees attending an accredited college or university, or post-secondary classes at accredited colleges, universities, and vocational/technical institutes, can apply for City reimbursement for 50% of the cost of tuition, books, and course-specific fees, including technologies fees. Non-reimbursable fees include fees for supplies, transportation, student activity fees, late registration fees, school entrance fees, and graduation fees.
- The maximum annual reimbursement shall not exceed $3,000.
- In order to be eligible for reimbursement, the degree program or classes must be deemed by the Department Head, City Administrator, and Administrative Services Director to be job-related and beneficial to the employer before the employee registers for the class.
- Reimbursement will only be made upon receipt of a grade of "C" or better for the course and when employees elect to take classes on a Pass/Fail or Credit/No Credit basis, subject to successful completion.
- Employees seeking reimbursement must present a paid fee statement and grade transcript in order to receive reimbursement.
- Reimbursements are on a first come, first-served basis and shall not exceed the department budget.
- In the event a department receives reimbursement requests that exceed its budget allocation for education reimbursement, the Department Head and City Administrator shall have the discretion to apportion the available funds, including the discretion to refuse reimbursement.
- In the event an employee leaves the City's employment, any reimbursement for education received during the 12 months prior to leaving must be returned to the City.
- Reimbursements will be made through payroll as either a non-taxable reimbursement or taxable reimbursement, contingent upon current IRS guidelines.

Commercial Driver's License Payment

There may be situations when a candidate or current employee's essential job duties require possession of a Commercial Driver's License (CDL). In order to mitigate staffing challenges, the City may agree to pay for the costs associated with obtaining this licensure. This payment is contingent upon a written agreement by the employee to continue to work for the City for at least one (1) year following the attainment of the CDL.

If the employee does not stay employed with the City for at least one (1) year, the employee must agree to reimburse the City for the full amount paid for the licensure. This may be accomplished by the City retaining funds from the employee's severance pay, and if necessary, the remainder via a personal payment made by the employee payable to the City within 30 days of the last day on the job.

SECTION 10 HEALTH AND SAFETY

10.1 Policy Statement

The City of Ramsey's Safety Program is based on the premise that each and every one of our employees is entitled to a safe and healthy work environment. The Safety Program is specifically designed for the protection of our employees and visitors. All City of Ramsey employees are directed to make safety and loss control important matters.

The City believes that every employee is concerned for their own safety and that of their co-workers and will recognize that the rules and policies contained herein are for their protection. The goals that we have set for our Safety Program can only be achieved through a cooperative effort between all employees. Safe working habits and an awareness of all safety rules and policies are conditions of employment at the City of Ramsey. All employees are required to familiarize themselves with every rule and policy set forth and to abide by them. These rules and policies will be enforced just as any other City policy, and failure to comply may result in disciplinary action, up to and including termination.

All employees are encouraged to make suggestions which will assist in maintaining safe working conditions and to bring any unsafe working conditions to the attention of their supervisor. It is through our joint participation that accidents can be prevented. Employees can make safe work practices a habit.

This policy toward safety is in no way limited to the rules that follow. Any unsafe practices, whether listed here or not, will be addressed on a case-by-case basis.

The City of Ramsey is committed to providing its employees with a safe and healthy work environment.

10.2 Health and Personal Safety

Health and personal safety are essential for the successful performance of employees' work. Employees must work safely using the safety devices and equipment provided by the City for their protection. Employees must promptly report safety hazards to their supervisor. Unsafe conditions will be investigated and corrected as necessary.

10.3 Workers' Compensation / Injuries and Illness at Work

Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts (OSHA) require that all on-the-job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to their supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other

forms that may be necessary related to an injury or illness on the job. First Report of Injury forms must be submitted to Human Resources as soon as possible, but no later than 3 business days from the date of injury. Employees must keep Human Resources and their supervisor updated with regarding changes in their condition and/or return-to-work paperwork.

Pursuant to Minnesota State law, the officials of the City, elected or appointed for a regular term of office or appointed to complete the unexpired portion of a regular term, are included in the coverage of the Minnesota Workers' Compensation Act.

10.4 Medical Procedures

It is the policy of the City of Ramsey, within the confines of the Minnesota Human Rights Act, to require its employees to be examined by a physician after an injury is sustained, whenever conditions are desirable for the employee or the City, or whenever the Administrative Services Director, or the Administrative Services Director's designee, determines that the interests of the City or the employee will be served. Physical examinations administered at the request of Administrative Services Director, or the Administrative Services Director's designee, shall be paid for by the City.

10.5 Smoking Policy

The City of Ramsey bans smoking in all municipal buildings, equipment, and City vehicles. Smoking, for the purpose of this policy, means inhaling or exhaling from any lighted cigar, cigarette, pipe, or any other lighted tobacco, plant product, or substance that may be used for smoking in lieu of tobacco intended for inhalation via any of the means listed above. Use of electronic devices that simulate smoking is also prohibited. This includes, but is not limited, to electronic or "e" devices such as e-cigarettes, e-cigars, and e-pipes. Electronic devices are prohibited regardless of whether they provide vapor of liquid nicotine, lobelia, and/or other substances. Non-electronic devices that simulate smoking and smokeless tobacco products (chewing tobacco, snuff, and snus) are also prohibited.

10.6 Inclement Weather Policy

On occasions when the severity of the weather may cause City offices to be closed, the City Administrator will make a determination as to whether the offices will be closed. The City Administrator or the City Administrator's designee will then notify the IT Manager to post the closure to the City's website. If it is broadcast that City offices are closed prior to the start of core hours , then the employee will be paid as if it were a regular workday. However, if the office is not officially closed, staff will be instructed to take vacation or compensatory time off for any absence from work that occurs. If the office is officially closed after the start of the shift, staff will receive their regular pay for the remainder of the shift. Compensatory time off or vacation will be taken for time absent from work prior to the official closure. This policy will apply to office employees only and does not include Public Works or Public Safety (fire and

police) employees. In circumstances where the City Administrator is out of town, the designated Acting City Administrator will provide the decision on whether or not to keep City offices open due to inclement weather.

10.7 Severe Weather Plan / Other Emergency Plan

In the event that severe weather or another emergency occurs during the course of the day, staff and occupants of the Municipal Center shall seek shelter in designated areas while also maintaining accountability of all persons in building.

Requirements
Anoka County Dispatch (911) may activate the outdoor warning devices when a certified weather spotter witnesses severe weather or the National Weather Service indicates that severe weather will threaten all or part of Anoka County. Although the County has the ability to sound the sirens in zones, its common practice is to alert the entire County. If the outdoor warnings do not activate, or there is a different emergency, a member of Public Safety (Police or Fire) shall have the authority to enact the emergency plan.

During Normal Business Hours
When the outdoor warning sirens sound or as directed by a member of Public Safety (Police or Fire), all employees and visitors will move to the Police Department Locker Rooms as the primary shelter area. If the primary site is full, then the stairwell will be utilized as the secondary location, as determined by a member of Public Safety.

If non-staff members are present in the Municipal Center, staff should direct them to move to the designated area.

A member of Public Safety will notify all areas when the situation has become stable and all persons may return to normal activities.

During Non-Business Hours
A member of Building Maintenance will guide all groups to the Police Locker Rooms and remain with the group until the situation has become stable. When weather has been determined safe, the Building Maintenance person will allow the groups to return to their normal activities.

Responsibilities
If necessary, the Department Head or the Department Head's designee will determine accountability of their respective group and/or other departments. A member of Public Safety will gather names of the individuals at all shelter sites to determine personnel accountability.

A member of Public Safety will make a sweep of the Municipal Center to ensure that all employees and any of the general public have evacuated to the shelter area.

Field Employees
During an actual severe weather incident, City personnel working outside of a City building, should seek shelter based on their respective Department's severe weather plan or in an area that they feel creates the safest environment.

10.8 Housekeeping

All employees need to assume a share of the responsibility in maintaining a high standard of cleanliness and orderliness, and cooperate in maintaining safe, healthful, and sanitary conditions in all work areas. A clean work area will make your work more pleasant and help maintain the high standards of quality necessary to meet the professional requirements of the City's services.

SECTION 11 USE OF CITY PROPERTY

All staff members are responsible for the safekeeping and proper care of all property used by them and belonging to the City. Property shall only be used for official purposes and in the capacity for which it was designed.

City employees shall have no expectation of privacy in any property or equipment of the City, including, but not limited to, offices, cubicles, desks, files, vehicles, filing cabinets, voicemail, text messages on City-paid cellular telephones, computers, laptops, tablets, desk phones, e-mails, electronic media/devices of any kind, or any other type of equipment, property, or space provided by the City. Except when accessed by the Police Department for law enforcement purposes, any such property or equipment may be accessed by the City at any time, for any purpose, with or without notice to the employee, and with or without reasonable suspicion.

11.1 Public Information

All staff members shall become familiar with and must comply with all applicable laws dealing with public and non-public information. Misuse and improper disclosure of public or non-public information is prohibited and may result in discipline, up to and including termination.

11.2 Telephone Use

Proper use of telephone communication is required. Always use a professional tone of voice and treat others with respect and professionalism. Frequent personal use of the telephone is not permitted and may result in discipline, up to and including termination.

11.3 Information Technology Policy

Purpose
The purpose of the City of Ramsey IT Policy is to set standards to protect the City's IT systems from business interruption, unauthorized or inappropriate access, and to maintain network security. The policy is to be adhered to by all users who have access to or use any Ramsey IT systems, both on-premise or remote. IT systems include, but are not limited to, computers, e-mail, Internet access, printers, phones, mobile devices, Cloud systems and devices, and various perpetual and subscription software, etc.

Violation of Policy
Violations of this policy will be addressed consistent with the City's Personnel Policy or union contract and may include revocation of permission to use the City's IT systems, discipline up to and including termination, and/or criminal charges, depending on the nature of the violation.

Exceptions

Exceptions to the following policy will be made on a case-by-case basis and only after review by the Department Head and IT Manager followed by approval by the City Administrator.

GLOSSARY OF TERMS

- **Electronic Mail (e-mail):** A network application that allows users to exchange messages over a communications network with other users.
- **Cloud Infrastructure/Services:** Computer systems and software located outside the logical and physical confines of the City's managed network.
- **Information Technology (IT) Systems:** Includes, but not limited to, computers, printers, software applications, e- mail, Internet, telephone, cell phones, Wi-Fi, etc. whether they are local or cloud-based.
- **Pass Phrase:** A longer password that can include all written characters, including spaces. Passphrases are usually easier to remember, and, due to their length, are more secure.
- **Social Networking Sites:** Sites that focus on building online communities of people who share interests and activities and/or exploring the interests and activities of others. Examples of social networking websites include Facebook, LinkedIn, Snapchat, Twitter, etc.
- **Software:** Software includes the operating system and all utilities that enable the computer to function. Application software includes programs that do real work for users (i.e., word processors, spreadsheets, and database management systems).
- **Users:** Persons that utilize any IT systems, applications, devices, or other City-managed technologies.

INFORMATION TECHNOLOGY USE

Access

All users must be authorized to use City IT systems by their Department Head, supervisor, and IT Manager. All users must complete annual security training to maintain access to all IT systems. Failure to complete training may put the user in violation of the IT/Personnel Policy (see Violation of Policy section).

Auditing

The City of Ramsey reserves the right to monitor and audit use of its IT systems at any time without the user's consent. An audit may result in the removal of hardware and/or software not compliant with this policy, revocation of permission to use the City's IT systems, employee discipline, up to and including termination, and/or criminal charges, depending on the nature of the violation.

Reporting

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

Expectation of Privacy

As addressed above, all City-owned equipment and Information Technology Systems, including e-mail, are City property and subject to inspection by the City at any time, without notice, and for

any reason or no reason at all. Users should have no expectation of privacy. In addition, the City is subject to the Minnesota Government Data Practices Act, the State BCA policy, Federal CJIS policy, and other laws governing the collection, storage, use, and disclosure of data. All files and documents, including personal messages and internet logs, created, received, collected, or generated by City employees or using the City's Information Technology Systems are subject to those laws and may be disclosed in certain circumstances without the permission of the employee or user.

Hardware and Software Acquisition

The IT Manager must approve all hardware and software prior to acquisition to ensure consistency with the design and architecture of the City's IT network, with absolutely no exceptions. Users are prohibited from installing, downloading, purchasing, subscribing, or acquiring both hardware and software, including product demonstrations, without prior approval from the IT Manager. Software applications not required for official City business are strictly prohibited. Attempts by employees to manipulate City hardware, networking systems, security systems or appliances, or licensed software or apps, outside of approved updates, are in direct violation of this policy.

Installation and Downloads

Installation or download of unapproved programs can potentially damage files, a user's PC, or infect systems City-wide, which could cause cessation of daily operations, and possibly affect constituents and service providers. Users are expected to coordinate with IT when new software is needed so that said software can be vetted, licensed, and maintained. In order to maintain system security, users are encouraged to accept updates pushed out by IT to currently authorized programs such as Adobe Acrobat, Microsoft Office, and other previously installed software.

Licensing

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

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

Data Management and Protection

- **Minnesota Data Practices Act:** Under the provisions of the Minnesota Data Practices Act, all data stored on computer media owned, leased, or rented by the City is considered City property. The data is subject to the Minnesota Data Practices Act, which governs its use, dissemination, and classification. All data is also subject to

review and investigation at the discretion of the City Administrator, Department Heads, IT Manager, and/or law enforcement. The City Clerk should be contacted with questions regarding the classification of public and private data.

- **Data Ownership:** All information developed or introduced to a City technology system by a user in conjunction with employment with the City is the property of the City.
- **Data Storage:** All City data must be saved to a network drive on a City server.
- **Data Deletion:** Users are responsible for deleting outdated files that are no longer needed, in compliance with of the City Records Retention Schedule. This includes data files and e- mail messages. The City Clerk should be contacted with questions regarding the City Records Retention Schedule.
- **Data Backup:** Backups are performed on all data stored on the file servers. Workstation hard drives or any other devices are not backed up. Data stored on local machines are the responsibility of the user.

Portable Information Systems

Laptop computers, cameras, tablets, and other City-owned portable equipment may be used for City business outside of City facilities. When devices such as these are in the hands of employees, they are expected to provide appropriate "common sense" protection against theft, accidental breakage, environmental damage, and other risks. Desktop computers, desk phones, and other attached devices are not to be removed from City buildings. The user is responsible for backing up or any loss of data stored on the standalone or portable computer. Users are expected to contact IT or their supervisor within a reasonable timeframe when any City devices or access cards are lost or stolen.

City-Issued Cellular Phones

Department Heads may acquire cell or smartphones for employee use when the expense and use is justifiable in terms of improved service and responsiveness to citizens or other employees. Department Heads are responsible for that justification, both initially and on an ongoing basis. Cell phones should be provided only when required for the employee to perform essential functions of their job. Simple convenience is not an adequate justification. All cell phones used for City business may be subject to being placed into a Mobile Device Management system (MDM) to be centrally managed, set up, protected, and erased by IT Staff.

A Department Head may authorize employees to voluntarily use their own personal phone for City business at their own expense.

The use of public resources by City employees for personal gain and/or private use, including but not limited to outside employment or political campaign purposes, is prohibited. Incidental and occasional personal use may be permitted with the consent of the direct supervisor, but only when it doesn't interfere with work duties. Personal calls made by employees on a City-provided cellular phone should only occur when absolutely necessary, must not interfere with working operations, and should be completed as quickly as possible. Department Heads may prohibit employees from carrying personal cell phones during working hours if they interfere with the performance of their job duties.

Employees should always use proper safety procedures when using a cell phone, especially while operating equipment, driving on City business, or performing similar duties. City employees should only use a cell phone while operating a motor vehicle as permitted by Minnesota State law.

All Department Heads and supervisors are responsible for enforcing this policy within their departments and divisions.

Mobile Hot Spots/Tablets
Department Heads may provide mobile hotspots or tablets to staff as needed. They are responsible for providing justification for the use of such devices, both initially and on an ongoing basis.

Electronic Mail (E-mail)/SMS (Text) Messaging Systems
E-mail messages and text messages are subject to regulation under the Minnesota Data Practices Act. The content of the message determines whether it is public or non-public/private. Both methods are intended as communication mediums, not for permanent storage or maintenance of official City records or other City information.

Inappropriate non-business use of the City e-mail systems and cell phones include, but is not limited to:

- Transmission of non-business audio, graphic or movie files.
- Games, jokes, and chain emails.
- Content of an offensive, indecent, or pornographic nature.
- Copyrighted material.
- Large data files not directly related to City business.

Such items must not be sent or accepted as e-mail attachments, as they may system performance or pose a security risk. Users should report any inappropriate or unsolicited e-mail messages to the IT department by taking a screenshot or contacting IT by phone.

Users must practice the utmost respect while texting and may not use text messaging, e-mails, or other City-provided communication systems to harass employees, citizens, or other individuals. Such actions constitute harassment and are subject to investigation and disciplinary action under the City's Anti-Harassment Policy.

The City reserves the right to use management software to block or eliminate junk e- mails (SPAM), marketing emails, phishing emails, and emails containing profanity or other inappropriate content without notice.

When utilizing City email, messaging systems, services, or devices, users must adhere to applicable local, state, and federal laws, including the CAN-SPAM Act, to the best of their ability.

Internet

The Internet is available to users for research, education, and communications directly related to the mission, charter, or work tasks of the City. Users must honor copyright laws regarding protected commercial software or intellectual property. Internet use through City IT systems must minimize unnecessary network traffic to ensure effective use of shared resources. Users are expected to adhere to City standards while browsing the Internet. Failure to do so constitutes a violation of this policy and may result in legal and financial liabilities.

The City retains the right to use management software to monitor and limit Internet activity by end users.

Prohibited Use

This list includes, but is not limited to engaging in illegal activities, profit or commercial activities, or outside employment. Any other public office or employment that is incompatible with City employment responsibilities, as determined by the City Administrator, is also prohibited. Additional prohibited uses include wagering, betting, or selling chances; annoying or harassing others; and participating in fundraising activities unless explicitly approved by the City. Political or religious activities, unethical behavior, and accessing or distributing pornographic, obscene, or indecent images or content are strictly forbidden. Furthermore, users may not forward junk emails, advertisements, or chain emails, as these actions violate the policy on appropriate use of its technology systems.

Personal Use

Personal use of City equipment is strongly discouraged. Although the City of Ramsey offers users the privilege of occasional personal use of its technology; it is strongly discouraged.

- Personal use is allowed under the following guidelines and only during break times or before/after normal business hours:
  - Users must obtain approval from their immediate supervisor prior to personal use of IT systems.
  - Only City users are to use the computers and computer-related peripherals.
  - Users must use their own media (e.g., flash drives, CDs) and paper.
  - No personal files or data are to be stored on the City network.
  - Users must not use IT systems for items listed above in Prohibited Use.
- E-mail: E-mail may, on a very limited basis, be used for personal correspondence, as long as it does not interfere with the normal duties of the employee and the above-listed guidelines are followed. Using the City Internet e-mail to participate in any kind personal listservs or broadcast mailing list is prohibited.
- Desk Telephones: Desk telephones may be used for short, infrequent personal use, as long as it does not interfere with the normal duties of the employee and the above guidelines are followed. Personal long-distance calls from a City land line are prohibited.
- Copiers, Fax Machines, and Printers: Users must reimburse the City of Ramsey for personal copies, faxes, and print requests at the rate listed in the City fee schedule. Personal use fees must be reimbursed within 24 hours from the date the expense was incurred.

Personal Social Networking on City-Owned Equipment
Individuals must not use City-owned or operated equipment to post to personal sites, including social networking sites, except during break times or before/after work. Using City-owned or operated equipment is highly discouraged.

Personal Social Networking while off duty and the City's Responsibility
The City of Ramsey has a duty to protect the reputation of the organization and its employees, as well as guard against liability and potential legal risks, regardless of when and where social networking activity occurs. The use of City-owned or operated equipment is highly discouraged, even when off duty. However, if necessary employees must use social media in a manner that adheres to the following guidelines:
Individuals should use discretion when engaging on social networking sites or apps.

- Individuals shall not imply they are speaking or acting on behalf of the City of Ramsey or presenting its interests.
- Individuals are not permitted to display the City of Ramsey logo on any part of their online profiles.
- Individuals must not port non-public or confidential information, such as personnel data, medical information, claims or lawsuits against the City, or information about coworkers, without obtaining the express written consent of the individuals involved.
- Individuals who use personal social media accounts are not immune from the law.

All users of social networking should be aware that the content of these sites can be subpoenaed and used in criminal and civil trials. Individuals have no reasonable expectation of privacy when social networking, and personal social media accounts are subject to all pertinent City of Ramsey polices, as well as local, state and federal laws.

Content that violates existing City policies – such as hate speech, bias, discrimination, pornography, libelous, or otherwise defamatory content - will not be tolerated. Individuals are prohibited from using social networking sites to harass or attack others, including coworkers or those associated with the City of Ramsey.

City Facebook Page or Other City Social Networking Sites

- Authorized City staff responsible for updating social media sites must exercise the greatest care to portray the City in the best light possible.
- If the author of a given post is quoting another individual's comments, the comments must be explicitly identified as a quote using quotation marks.
- In general, all posts should be reviewed by a supervisor and communications staff. If there is any doubt regarding the appearance, tone, or interpretation of a post, staff shall have the post reviewed by the City Administrator before proceeding.
- All posts to the City's social media sites and other official City publications must comply with these policies.

INFORMATION TECHNOLOGY SECURITY

Purpose

To ensure the security of, protect, and allow only appropriate access to City of Ramsey IT systems and resources.

Logins and Passwords
All users must use and maintain login credentials for computer and network-related access. These credentials are not to be shared with others. Multi-user or generic login IDs are permissible only in special circumstances approved and maintained by IT. User login credentials must adhere to the requirements set forth by the Logis Member Security Policy. Password requirements are displayed on computer login screens. Longer passphrases can be used to increase the change interval.

Passphrases of 20 characters or more are exempt from some complexity requirements and can be renewed once every 365 days.

Appropriate network access shall be assigned by the IT department to each user. Login credentials are not to be shared with anyone. New passwords should avoid easily guessed items; for example, birthdays, family names, or pet names. If an employee forgets their password or suspects that their password's security has been compromised, they should contact the IT department immediately.

Physical Security

- City users are expected to provide reasonable security to their computer workstations and related IT equipment. This includes ensuring that passwords are not written down in accessible places, removable media must be kept in a secured area, and confidential data is not displayed in a manner that unauthorized personnel can view it.
- All IT equipment is City property, and users may not move IT equipment outside of its assigned area without prior approval from the IT department. Portable equipment, such as projectors, laptop computers, and digital cameras, may be removed from City buildings only for City business by employees. Users are expected to provide appropriate "common sense" protection against theft, breakage, environmental damage, and other risks.
- Users are required to log off computer workstations when absent for an extended time, such as the end of the day. Users may, however, "lock" their workstation instead when absent for a short period of time, such as during a meeting or over lunch. All computers will lock after 15 minutes of inactivity.

Virus Protection
All computer workstations, laptops, and servers must be protected from viruses using up- to-date antivirus software. Users may not alter their system's configuration or take other steps to defeat security applications, appliances, or systems. All files on removable media must be scanned for viruses before being installed onto or accessed from City computer equipment. It is the employees' responsibility to immediately report any suspect files, malicious actors, phishing emails, or viruses to the IT department for proper handling.

Wireless Access
Unauthorized wireless access into the City's computer network is strictly prohibited.

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

Artificial Intelligence
Approved use of Artificial Intelligence (AI) tools within the City of Ramsey must be authorized by the IT Manager and City Administrator. Upon approval, employees may use low-risk data with AI technology tools to perform work-related tasks. Low-risk data is defined by Minnesota Statutes Chapter 13 as "Public" and is intended to be available to the public. Employees should assume that developers of AI tools will retain all data entered into the tool. Sharing of medium or high-risk data could be considered a data breach and may be subject to disciplinary action. Employees who are unsure whether the data you enter into AI applications is classified as public data should consult the City Clerk or IT Manager. All data created with the use of AI must be retained in accordance with the City's records retention schedule.

11.4 Vehicle Use Policy

This policy applies to all employees who drive a vehicle on City business, whether driving a City-owned vehicle or their own personal vehicle. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

The City will examine driving records once per year for all employees who are covered by this policy to determine compliance. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor, who will then notify Human Resources, on the first workday after any temporary, pending, or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter. The City will determine appropriate action on a case-by-case basis.

The intent of this policy is to ensure appropriate use of City vehicles by municipal employees and to ensure a clear understanding of this policy.

b. Work-related conferences, schools, seminars, and meetings: Training opportunities during the regular work shift within a 40-mile distance of the work location is considered an acceptable work-related activity, provided the vehicle will be returned to the work site either during or shortly after the completion of the shift.

c. Out-of-town and overnight conferences and schools: For travel lasting more than one workday, the employee is to utilize a non-fleet vehicle, the use for which will be compensated at the approved rate. Alternatively, upon prior approval of the City Administrator, the employee may use a vehicle previously determined as an excess vehicle by the City Council.

d. Lunch hours and authorized breaks: When an employee is scheduled to work at a site other than their normal reporting location, use of a City vehicle for travel within five miles of the said work location shall not be considered personal use.

e. Overnight use: All municipal vehicles must be returned to their designated work location by the end of the work shift unless prior written authorization has been received from the City Administrator.

f. Personal use: Personal use of City vehicles by City employees or elected officials is prohibited without the express written consent of the City Administrator or the City Administrator's designee.

11.5 Telecommuting / Remote Work Policy

Definition
Telecommuting is a work arrangement where an employee works from home or another remote work site away from the primary, traditional work place.

Consideration
Consideration for telecommuting arrangements may be made on a case-by-case basis and only in situations where the employee can demonstrate a benefit to the City. Telecommuting is not appropriate for all employees, it is not a citywide benefit or entitlement, it does not alter the terms and conditions of employment with the City, and is not a substitute for dependent care.

Participation
Full-time and part-time employees may apply to participate. To be considered, employees must have successfully completed probation, received a satisfactory rating on their last performance evaluation, and have not had disciplinary action taken against them during the past year. Seniority will not be a determining factor in selecting employees to participate in this program. The City Administrator and Department Head must agree to all telecommuting arrangements, and the arrangement may be revoked at any time for any reason.

Part-time employees must have a regular schedule in which they would otherwise work five days per week in the office for at least 28 hours per week. If approved, part-time employees may not work more than one day per week remotely.

General Eligibility

- **Eligible Employees:** Employees working in the office at least 28 hours per week, five days per week, as their primary role.
- **Ineligible Employees:** Employees working in the office less than 28 hours per week, or those working primary role involves fieldwork.
- All requests meeting the eligibility requirements of this policy will be considered based on individual circumstances; there is no guarantee of approval based on job class.

Application Process
The telecommuting application must be completed, detailing how the telecommuting arrangement will benefit the City. All applications must be signed by the Department Head and then forwarded to Human Resources. The Department Head, Human Resources, and the City Administrator will evaluate the application to determine whether it will be approved or denied. Approval is at the sole discretion of the City Administrator. The Department Head will then meet with the employee to communicate the decision. The Department Head is responsible for ensuring adequate coverage in the office.

Telecommuting Program
It is recommended that employees who telecommute do so for a maximum of two days per week or on a short-term project basis. The telecommuter and the Department Head should agree upon a regular schedule of work hours and work location. Following the agreed-upon work schedule is necessary to ensure maximum accessibility. If needed, the employee must be willing and able to return to the primary workplace at the request of the Department Head, with minimal notice, ideally later that day, but typically not exceeding 48 hours' notice.

An employee's salary, benefits, and job responsibilities will not be affected by participating in telecommuting. Overtime must have prior approval. A remote work site is considered a City workspace; therefore, the employee continues to be governed by applicable City policies, procedures, and practices.

The Department Head and telecommuter must establish an agreed-upon schedule for the telecommuter to contact the office to report progress.

The telecommuting program and associated projects must have measurable objectives. For example, tasks such as writing a section of a manual, working on a special project, processing regular business, or preparing spreadsheets and financial analyses may benefit from being completed outside of the "office environment" for improved efficiency.

Telecommuters may be assigned a different workstation space at the office if it is determined that such a rearrangement better suits office coverage needs arising the telecommuting agreement.

Employees must adhere to the following requirements and conditions:

- Maintain in-office days as full days in accordance with the employee's normal schedule; without splitting time between the office and remote location.
- Be available for virtual meetings, including webcam participation, as well as impromptu meetings that may arise.
- Be available for telephone, email, or other communication at all times during scheduled work hours.
- Respond promptly to telephone calls and messages as if working in the office, with a maximum response time of 15 minutes, unless the employee is on break or in a virtual meeting.
- Connect their computer to the City network for the entirety of the workday.
- Maintain an updated Outlook calendar at all times.

- Notify the direct supervisor and direct reports promptly if any unavoidable changes occur to the work schedule.
- Agree to all costs associated with telecommuting, including internet access and ancillary equipment, such as printers.
- Take all precautions necessary to secure confidential and proprietary information and prevent unauthorized access to any City system.

Equipment
If an employee is approved for telecommuting the City shall provide the telecommuter a City-issued computer equipped with Virtual Private Network (VPN) and softphone software that allows the telecommuter to make and receive phone calls form their City-assigned office phone number. The telecommuter must have access to any required technology to complete their tasks, such as virtual meeting software and hardware, financial software, agenda software, and other necessary tools. If the telecommuter desires a printer or other computer equipment, the cost of the equipment, maintenance, repair, insurance, electricity, and/or phone lines will be the employee's responsibility unless otherwise approved by the City Administrator. The cost of installing and licensing software will be covered by the City, provided a software license already exists for that particular user.

Due to security concerns, telecommuters are prohibited from using personal computers for telecommuting purposes. The City assumes no liability for loss, damage or wear of employee-owned equipment. If the IT Division determines that the telecommuter is using a computer with software installed that is not properly licensed and/or does not receive virus protection, the telecommuting agreement may be terminated, and disciplinary action may be followed as outlined in the Personnel Policy and union contracts.

City supplied software and hardware shall include the following:

- A computer (desktop or laptop)
- Virtual Private Network (VPN)
- Softphone or Cell Phone software to "twin" with office phone
- Customary desktop software

Insurance
The employee will be covered by Worker's Compensation while working at the designated telecommuting address during the hours specified in the Telecommuting Application. The City of Ramsey's liability is limited to injuries directly resulting from work and occurring in the designated work area. Claims will be handled according to standard Workers' Compensation procedures. If injured while telecommuting, the employee must follow the established procedures for reporting the injury. Family members, visitors, or others present at the telecommuting address are not covered by the City's Workers' Compensation program, and the City assumes no liability for injuries of these individuals.

Telecommuters working at home are required to maintain a designated workspace. With advance notice, the City may visit the work site to ensure that safe working conditions exist. For projects involving extensive computer use, employees may request a ergonomics evaluation of their workspace by one of the City's trained ergonomics assessors.

Expenses
The City will not reimburse the employee for expenses incurred to participate in telecommuting. This includes costs related to equipment, utilities, supplies, and furniture. However, the City will provide a reasonable supply of basic office items, such as pens, paper, post-it notes, and paper clips, for use by the telecommuter.

Travel time from the employee's home to the regular workplace is not compensable, even if the employee is schedule to telecommute on the same day.

SECTION 12 DRUG-FREE WORKPLACE

12.1 Drug Free Workplace Policy Statement

In accordance with federal law, the City of Ramsey has adopted the following policy on drugs in the workplace:

a) Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.
b) The unlawful manufacture, distribution, possession, or use of drugs on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
c) The City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
d) Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five days after the conviction as required by the Drug-Free Workplace Act of 1988.

12.2 Policy for Non-commercial Drivers (NON-DOT)

Purpose and Objectives
The City of Ramsey ("City") has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers as well as themselves. The City of Ramsey does not intend to intrude into the private lives of its employees, but strongly believes that a drug, alcohol and cannabis-free workplace is in the best interest of employees and the public alike. Alcohol, drug, and cannabis abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers' compensation claims, higher insurance rates, and an increase in theft of City property. The City of Ramsey 's Drug, Alcohol and Cannabis Testing Non-DOT policy has been established for the purpose of providing a safe workplace for all.

City employees and applicants required to hold a commercial driver's license (CDL) by the United States Department of Transportation ("DOT") for their job will be tested under the City's Policy on Controlled Substance and Alcohol Testing for Commercial Drivers (the "DOT Policy"). All other employees and job applicants offered employment with the City must undergo testing as described by this policy.

To ensure the policy is clearly communicated to all employees and applicants to whom offers of employment have been made, and to comply with state law, employees and applicants are required to review this policy and sign the "policy acknowledgement". A job applicant will also acknowledge in this form that they understand that passing the drug test is a requirement of the job.

Persons Subject to Testing and Circumstances Under Which Testing May Be Required
Under this policy, the City may test any applicant to whom an offer of employment has been made and may test employees for alcohol and/or drugs, including cannabis, under the following circumstances with a properly accredited or licensed testing laboratory, in accordance with Minn. Stat. § 181.953, subd. 1.

1. Pre-Employment Testing:
Every job applicant offered employment with the City receives the offer conditioned upon successful completion of drug test, and/or an alcohol or cannabis test, if applicable, among other conditions. The City will not request or require a job applicant to undergo cannabis testing related to "lawful consumable products" pursuant to Minn. Stat. § 181.938, including alcohol, cannabis, lower-potency hemp edibles, and hemp-derived consumer products, except with respect to the categories of positions listed below in the definition of "Drug" or if otherwise required by state or federal law. If the job offer is withdrawn based drug test results, the City will inform the applicant of the reasons for the withdrawal. A failure of the drug or other applicable tests, a refusal to take the test, or failure to meet other conditions of the offer will result in a withdrawal of the offer of employment even if the applicant's provisional employment has begun. A negative or positive dilute test result (following a second collection), which has been confirmed, will also result in immediate withdrawal of an offer of employment to an applicant.

Temporary and seasonal employees are not subject to this policy except for those designated by the hiring department as safety-sensitive positions.

2. Reasonable Suspicion Testing:
Consistent with Minn. Stat. § 181.951, subd. 5, employees will be subject to alcohol and/or drug testing, including cannabis testing, when reasonable suspicion exists to believe that the employee:

- Is under the influence of alcohol, drugs or cannabis; or
- Has violated written work rules prohibiting the use, possession, sale or transfer of drugs, alcohol, or cannabis, while working, while on City property, or while operating City vehicles, machinery or any other type of equipment; or
- Has sustained a personal injury as defined in Minn. Stat. § 176.011, subd. 16 or has caused another employee to sustain an injury or;
- Has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol, drugs or cannabis or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job

performance, or any other circumstances that would cause a reasonable employer to believe that a violation of the City's policies concerning alcohol, drugs or cannabis may have occurred. These observations will be reflected in writing on a Reasonable Suspicion Record Form.

For off-site collection, employees will be driven to the employer-approved medical facility by their supervisor or a designee. For an on-site collection service, the employee will remain on site and be observed by the supervisor or designee. The medical facility or on-site collection service will take the urine, blood or oral liquid testing and will forward the sample to an approved laboratory for testing.

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, all City employees, as a condition of continued employment, will agree to abide by the terms of this policy and must notify the Administrative Services Director or the Administrative Services Director's designee of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. If required by law or government contract, the City will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

3. Treatment Program Testing:

In accordance with Minn. Stat. § 181.951, subd. 6, the City may request or require an employee to undergo drug, alcohol, or cannabis testing, if the employee has been referred by the City for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan. In such a case, the employee may be requested or required to undergo drug or alcohol testing, including cannabis testing, without prior notice during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment program.

4. Routine Physical Examination Testing:

The City may request or require an employee to undergo drug and/or alcohol testing—but not cannabis testing, except for the categories of positions listed above for which cannabis is considered a drug or unless otherwise required by state of federal law–as part of a routine physical examination. The City, in accordance with Minn. Stat. § 181.951, subd. 3, will request or require this type of testing no more than once annually, and the employee will be provided with at least two weeks' written notice that the test will be required as part of the physical examination.

5. Random Testing:

In accordance with Minn. Stat. § 181.951, subd. 4, the City may require an employee to submit to random drug, alcohol, and cannabis testing, if the employee is in a safety-sensitive position.

Right of Refusal

Employees and job applicants have the right to refuse to submit to an alcohol, drug, or cannabis test under this policy. However, such a refusal will subject an employee to immediate termination.

If an applicant refuses to submit to applicant testing, any conditional offer of employment will be withdrawn.

Any intentional act or omission by the employee or applicant that prevents the completion of the testing process constitutes a refusal to test.

An applicant or employee who substitutes, or attempts to substitute, or alters, or attempts to alter a testing sample is considered to have refused to take a drug alcohol or cannabis test. In such a case, the employee is subject to immediate termination of employment, and in the case of an applicant, the job offer will be immediately withdrawn.

Refusal on Religious Grounds
An employee or job applicant who, on religious grounds, refuses to undergo drug and/or alcohol testing, including cannabis testing, of a blood sample will not be considered to have refused testing, unless the employee or job applicant also refuses to undergo drug, alcohol, or cannabis testing of a urine or oral liquid sample.

Cost of Required Testing
The City will pay for the cost of pre-employment, post-accident, random, and reasonable suspicion alcohol and drug testing requested or required of all job applicants and employees. The driver must pay for the cost of all requested confirmatory re-tests, return-to-duty, and follow-up testing.

PROBITION AGAINST DRUGS AND ALCOHOL

Use and Possession of Alcohol or Drug(s)
Employees are prohibited from the use, possession, transfer, transportation, manufacture, distribution, sale, purchase, solicitation to sell or purchase, or dispensation of alcohol, drugs, including cannabis, or drug paraphernalia, while on duty; while on City premises; while operating any City vehicle, machinery, or equipment; or when performing any City business, except (1) pursuant to a valid medical prescription used as properly instructed; (2) the use of over-the-counter drugs used as intended by the manufacturer; or (3) when necessary for approved law enforcement activity.

Besides having a zero-tolerance policy for the use or possession of alcohol, illegal drugs, or misused prescription drugs on the worksite, we also prohibit the use, possession of, impairment by any cannabis or medical cannabis products (e.g., hash oils, edibles or beverages containing cannabinoids, or pills) on the worksite by a person working as an employee at the City or while "on call" and subject to return to work.

Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by that drug here. Likewise, the fact that cannabis may be lawfully purchased and consumed does not permit anyone to use, possess, or be impaired by them here. The federal government still classifies cannabis as an illegal drug, even though some states, including Minnesota, have decriminalized its possession and use. There is no acceptable concentration of marijuana metabolites in the blood or urine or

oral liquid of an employee who operates our equipment or vehicles or who is on one of our worksites. Applicants and employees are still subject to being tested under our drug, alcohol and cannabis testing policy.

Employees are subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

While Impaired by Alcohol, Drugs or Cannabis
Employees are prohibited from being under the influence of alcohol or drugs, including cannabis, or having a detectable amount of an illegal drug in the blood, urine or oral liquid when reporting for work; while on duty; while on the City's premises; while operating any City vehicle, machinery, or equipment; or when performing any City business, except (1) pursuant to a valid medical prescription used as properly instructed; or (2) the use of over-the-counter drug used as intended by the manufacturer.

Driving While Impaired
A conviction of driving while impaired in a City-owned vehicle at any time during business or non-business hours, or in an employee-owned vehicle while conducting City business, may result in discipline, up to and including discharge.

Criminal Drug Convictions
Any employee convicted of any criminal drug statute must notify their supervisor and the Administrative Services Director or the Administrative Services Director's designee in Human Resource in writing of such conviction no later than five days after such conviction. Within 30 days after receiving notice from an employee of a drug-related conviction, the City will take appropriate personnel action against the employee up to and including discharge or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program as an alternative to termination. In the event notice is not provided to the supervisor and the employee is deemed to be incapable of working safely, the employee will not be permitted to work and will be subject to disciplinary action, including dismissal from employment. In accordance with the Federal Drug-Free Workplace Act of 1988, if the City is receiving federal grants or contracts of over $25,000, the City will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

Failure to Disclose Lawful Drugs
Employees taking a lawful drug, including prescription and over-the-counter drugs or cannabis, which may impair their ability to perform their job responsibilities or pose a safety risk to themselves or others, must advise their supervisor of this before beginning work. It is the employee's responsibility to seek out written information from their physician or pharmacist regarding medication and any job performance impairment and relay that information to their supervisor. In the event of such a disclosure, the employee will not be authorized to perform safety-sensitive functions.

REVIEW AND NOTIFICATION OF TEST RESULTS

Notification of Negative Test Results
In the case of job applicants and in accordance with Minn. Stat. § 181.953, Human Resources will notify a job applicant of a negative drug result within three days of receipt of result by the City, and the hiring process will resume. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the City within three working days of the confirmatory test result. A "Negative Test Results Notification" form will be sent to the job applicant, and the job applicant may request a copy of the test result report from Human Resources. In the case of current employees and in accordance with Minn. Stat. § 181.953, Human Resources will notify the employee of a negative drug and/or alcohol result within three days of receipt of result by the City. A "Negative Test Results Notification" form will be sent to the employee, and he or she may request a copy of the test result report from Human Resources.

Notification of Positive Test Results
In the event of a confirmed positive blood, urine or oral liquid alcohol drug, or cannabis test result, the City will notify the employee of a positive result within three days of receipt of the result. Human Resources will send to the employee or job applicant a "Positive Test Results Notification" letter containing further instructions. The employee or job applicant may contact Human Resources to request a copy of the test result report if desired. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the City within three working days of the confirmatory test result.

Right to Provide Information after Receiving Test Results
Within three working days after notice of a positive drug, alcohol, or cannabis test result on a confirmatory test, the employee or job applicant may submit information to the City to explain the positive result. In accordance with Minn. Stat. § 181.953, subd. 10, if an employee submits information either before a test or within three working days after a positive test result that explains the positive test result, (such as medications the employee is taking), the City will not take an adverse employment action based on that information unless the employee has already been under an affirmative duty to provide the information before, upon, or after hire.

Right to Confirmatory Retest
A job applicant or employee may request a confirmatory retest of the original sample at the job applicant's or employee's own expense after notice of a positive test result on a confirmatory test. Within five working days after notice of the confirmatory test result, the job applicant or employee must notify the City in writing of the job applicant's or employee's intention to obtain a confirmatory retest. Within three working days after receipt of the notice, the City will notify the original testing laboratory that the job applicant or employee has requested the laboratory to conduct the confirmatory retest or transfer the sample to another qualified laboratory licensed to conduct the confirmatory retest. The original testing laboratory will ensure the control and custody procedures are followed during transfer of the sample to the other laboratory. In accordance with Minn. Stat. § 181.953, subd. 3, the laboratory is required to maintain all samples testing positive for a period of six months. The confirmatory retest will use the same drug and/or alcohol threshold detection levels as used in the original confirmatory test.

In the case of job applicants, if the confirmatory retest does not confirm the original positive test result, the City's job offer will be reinstated, and the City will reimburse the job applicant for the

actual cost of the confirmatory retest. In the case of employees, if the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test will be taken against the employee, the employee will be reinstated with any lost wages or salary for time lost pending the outcome of the confirmatory retest result, and the City will reimburse the employee for the actual cost of the confirmatory retest.

Access to Reports
In accordance with Minn. Stat. § 181.953, subd. 10, an employee will have access to information contained in his or her personnel file relating to positive test results and to the testing process, including all information gathered as part of that process.

Dilute Specimens
A negative or positive dilute test result (following a second collection) which has been confirmed will subject an employee to immediate termination.

CONSEQUENCES FOR EMPLOYEES ENGAGING IN PROHIBITED CONDUCT

Job Applicants
The City's conditional offer of employment will be withdrawn from any job applicant who refuses to be tested or tests positive for illegal drugs as verified by a confirmatory test.

Employees

- No Adverse Action without Confirmatory Test. The City will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee based on a positive test result from an initial screening test that has not been verified by a confirmatory test.
- Suspension Pending Test Result. The City may temporarily suspend a tested employee with or without pay or transfer that employee to another position at the same rate of pay pending the outcome of the requested confirmatory retest, provided the City believes that it is reasonably necessary to protect the health or safety of the employee, co-employees, or the public.
  The employee will be asked to return home and will be provided appropriate arrangements for return transportation to his or her residence. In accordance with Minn. Stat. § 181.953, subd. 10, an employee who has been suspended without pay will be reinstated with back pay if the outcome of the requested confirmatory retest is negative.

DISCIPLINE AND DISCHARGE

Confirmatory Positive Test Result
The City will not discharge an employee for a first confirmatory positive test unless the following conditions have been met:

- The City has first given the employee an opportunity to participate in either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the City after consultation with a certified chemical use counselor or

physician trained in the diagnosis and treatment of chemical dependency. Participation by the employee in any recommended substance abuse treatment program will be at the employee's own expense or pursuant to the coverage under an employee benefit plan. The certified chemical use counselor or physician trained in the diagnoses and treatment of chemical dependency will determine if the employee has followed the rehabilitation program as prescribed; and

- The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a refusal to test or positive test result on a confirmatory test after completion of the program.

Other Misconduct
Nothing in this policy limits the right of the City to discipline or dismiss an employee on grounds other than a positive confirmatory test result, including conviction of any criminal drug statute for a violation occurring in the workplace or violation of other City personnel policies.

Emergency Call Back to Work Provisions
If an employee is called out for a City emergency and he or she reports to work and is suspected of being under the influence of drugs, alcohol, or cannabis he or she will not be subject to the testing procedures of this policy but will not be allowed to work. Appropriate arrangements for return transportation to the employee's residence will be made. It is the sole responsibility of the employee who is under the influence of alcohol, drugs or cannabis and who is called out for a City emergency, to notify his or her supervisor of this information and advise if he or she is unable to respond to the emergency call back.

Non-Discrimination
The City of Ramsey policy on work-related substance abuse is non-discriminatory in intent and application; however, in accordance with Minn. Stat., ch. 363, disability does not include conditions resulting from alcohol or other drug or cannabis abuse which prevents an employee from performing the essential functions of the job in question or constitutes a direct threat to property of the safety of individuals. Furthermore, the City will not retaliate against any employee for asserting his or her rights under this policy.

City's Employee Assistance Program
The City has in place a formal employee assistance program (EAP) to assist employees in addressing serious personal or work-related problems at any time. The City's EAP provides confidential, cost-free, short-term counseling to employees and their families. Employees who may have an alcohol, cannabis, or other drug abuse problem are encouraged to seek assistance before a problem affects their employment status. Employee assistance program services are available by contacting your health insurance company or as listed on the City's employee intranet site.

Policy Contact for Additional Information
If you have any questions about this policy or the City's drug, alcohol and cannabis testing procedures, you may contact the Administrative Services Director or the Administrative Services Director's designee to obtain additional information.

By this policy, the City of Ramsey has established a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace and its policy of maintaining a drug-free workplace. Each City employee will receive a copy of this policy and will be required to read it.

DEFINITIONS

Alcohol: Means the intoxicating agent in beverage alcohol or any low molecular weight alcohols such as ethyl, methyl, or isopropyl alcohol. The term includes but is not limited to beer, wine, spirits, and medications such as cough syrup that contain alcohol.

Alcohol use or usage: Means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Applicant: Means a person applying for a job with the City.

Cannabis: Means cannabis and its metabolites, including cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products.

Cannabis testing: Mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, subd.1, for the purpose of measuring their presence or absence of cannabis in the sample tested.

City: Means the City of Ramsey.

City premises: Means, but is not limited to, all City job sites and work areas. For the purposes of this policy, City premises also includes any other locations or modes of transportation to and from those locations while in the course and scope of employment of the City.

City vehicle: Means any vehicle which employees are authorized to use solely for City business when used at any time; or any vehicle owned or leased by the City when used for City business.

Collection site: Means a place designated by the City where job applicants and employees present themselves for the purpose of providing a specimen of their breath, urine, oral liquid and/or blood to be analyzed for the presence of drugs and alcohol.

Confirmatory test: Means a drug, alcohol or cannabis test on a sample to substantiate the results of a prior drug, alcohol test or cannabis on the same sample, and that uses a method of analysis allowed under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

Drug: Includes any "controlled substance" as defined in Minn. Stat. § 152.01, subd. 4, and also includes all cannabinoids, including those that are lawfully available for public consumption that do not otherwise qualify as being a "controlled substance" as defined in Minn. Stat. § 152.01, subd. 4. Cannabis and its metabolites are considered a "drug" for positions in the following categories, regardless of the kind of testing involved: safety sensitive positions; peace officer

positions; firefighter positions; positions requiring face-to-face care, training, education, supervision, counseling or medical assistance to children, vulnerable adults or patients receiving treatment, examination or emergency care for a medical, psychiatric or mental condition; positions requiring a commercial driver's license or requiring the employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing; positions funded by a federal grant; or other positions for which state or federal law requires testing of a job applicant or employee.

Drug and/or alcohol testing, and drug and/or alcohol test: Mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, subd.1, for the purpose of measuring their presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" do not include cannabis or cannabis testing, unless stated otherwise.

Drug paraphernalia: Has the meaning set forth in Minn. Stat. § 152.01, subd. 18.

Employee: Means a person who performs services for compensation for the City and includes independent contractors except where specifically noted in this policy.

Initial screening test: Means a drug, alcohol, or cannabis test that uses a method of analysis under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

Job applicant: Means a person who applies to become an employee of the City and includes a person who has received a job offer made contingent on the person passing drug testing.

Positive test result: Means a finding of the presence of alcohol, drugs, cannabis or their metabolites that exceeds the cutoff levels established by the City. Minimum threshold detection levels are subject to change as determined in the City's sole discretion.

Random selection basis: Means a mechanism for selection of employees that (1) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected, and (2) does not give an employer discretion to waive the selection of any employee selected under the mechanism.

Reasonable suspicion: Means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

Safety-sensitive position: Means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, and/or cannabis usage would threaten the health or safety of any person.

Under the influence: Means (1) the employee tests positive for alcohol drugs, or cannabis or (2) the employee's actions, appearance, speech, and/or bodily odors reasonably cause the City to conclude that the employee is impaired because of illegal drug use or alcohol use.

12.3 Policy for Drug, Alcohol and Cannabis Testing for Commercial Drivers (DOT)

Purpose and Objectives

The City of Ramsey ("City") has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers as well as themselves. The City is concerned about providing a safe workplace for its employees, and while the City does not intend to intrude into the private lives of its employees, it is the goal to provide a work environment conducive to maximum safety and optimum work standards. Alcohol and drug abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers' compensation claims, higher insurance rates, and an increase in theft of City property. The use, possession, manufacture, sale, transportation, or other distribution of controlled substance or controlled substance paraphernalia and the unauthorized use, possession transportation, sale, or other distribution of alcohol is contrary to this policy and jeopardizes public safety.

In response to regulations issued by United States Department of Transportation ("DOT"), the City has adopted this Policy on Alcohol and Controlled Substances for employees who hold a commercial driver's license (CDL) to perform their duties.

Given the significant dangers of alcohol and controlled substance use, each applicant and driver must abide by this policy as a term and condition of hiring and continued employment. Moreover, federal law requires the City to implement such a policy.

To ensure this policy is clearly communicated to all drivers and applicants, and in order to comply with applicable federal law, drivers and applicants are required to review this policy and sign the "Certificate of Receipt" portion.

Because changes in applicable law and the City's practices and procedures may occur from time to time, this policy may change in the future, and nothing in this policy is intended to be a contract, promise, or guarantee the City will follow any particular course of action, disciplinary, rehabilitative or otherwise, except as required by law. This policy does not in any way affect or change the status of any at-will employee.

Any revisions to the Federal Omnibus Transportation Employee Testing Act and Federal Motor Carrier Safety Administration (FMCSA) regulations will take precedent over this policy to the extent the policy has not incorporated those revisions.

Persons Subject to Testing and Types of Tests

All employees are subject to testing who job duties include performing "safety-sensitive duties" on City vehicles that:

1. Have a gross combination weight rating or gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or

2. Have a gross vehicle weight rating or gross vehicle weight of 26,0001 or more pounds whichever is greater; or
3. Are designed to transport 16 or more passengers, including the driver; or
4. Are of any size and are used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

The following functions are considered safety-sensitive:

- All time waiting to be dispatched to drive a commercial motor vehicle.
- All time inspecting, servicing, or conditioning a commercial motor vehicle.
- All time driving at the controls of the commercial motor vehicle.
- all other time in or upon a commercial motor vehicle (except time spent resting in a sleeper berth).
- All time loading or unloading a commercial motor vehicle, attending the same, giving or receiving receipts for shipments being loaded or unloaded, or remaining in readiness to operate the vehicle.
- All time repairing, obtaining assistance, or attending to a disable commercial motor vehicle.

The City may test any applicant to whom a conditional offer of employment has been made and any driver for controlled substance and alcohol under any of the following circumstances:

Pre-Employment Testing
All applicants, including current employees seeking a transfer, applying for a position where duties include performing safety-sensitive duties described above, will be required to take a drug test prior to the first time a driver performs a safety-sensitive function for the City. A driver may not perform safety-sensitive functions unless the driver has received a controlled substance test result from the Medical Review Officer ("MRO") indicating a verified negative test result. In addition to pre-employment-controlled substance testing, applicants will be required to authorize in writing former employers to release alcohol test results of .04 or greater, positive controlled substance test results, refusals to test, other violations of drug and alcohol testing regulations, and completion of return to duty requirements within the preceding three years.

An applicant must provide consent to the City, and successfully pass a full query of the Federal Motor Carrier Safety Administration's Clearinghouse. In addition, at least once a year, the City will conduct a limited query of the Clearinghouse for each currently employed CDL driver. If the limited query reveals that the Clearinghouse has information about resolved or unresolved drug and alcohol program violations by a candidate or current employee, he or she will be asked to provide electronic consent to a full query of the Clearinghouse (unless he or she has previously provided electronic consent). In the event a full query of the Clearinghouse reveals unresolved violation information for a candidate or current employee, the driver will not be permitted to perform safety-sensitive functions, including the operation of a Commercial Motor Vehicle and, in the case of a candidate, may have their conditional offer of employment rescinded or, in the case of a current employee, may be subject to discipline.

Post-Accident Testing

- As soon as practicable following an accident involving a commercial motor vehicle operating on a public road, the City will test each surviving driver for controlled substances and alcohol when the following occurs:
- The accident involves a fatality or
- The driver receives a citation for a moving traffic violation from the accident and an injury is treated away from the accident scene or
  The driver receives a citation for a moving traffics violation from the accident and a vehicle is required to be towed from the accident scene.

The following chart summarizes when DOT post-accident testing needs to be conducted:

Type of accident involved	Citation issued to the DOT covered CDL driver?	Test must be performed by the City
i. Human fatality	YES	YES
	NO	YES
ii. Bodily injury with immediate medical treatment away from the scene	YES	YES
	NO	NO
iii. Disabling damage to any motor vehicle requiring tow away	YES	YES
	NO	NO

A driver subject to post-accident testing must remain readily available or the driver will be deemed to have refused to submit to testing. This requirement to remain ready for testing does not preclude a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary medical care.

Post-Accident Controlled Substance Testing

Drivers are required to submit a urine or oral liquid sample for post-accident-controlled substance testing as soon as possible. If the driver is not tested within thirty-two (32) hours after the accident, the City will cease its attempts to test the driver and prepare and maintain on file a record stating why the test was not promptly administered.

Post-Accident Alcohol Testing

Drivers are required to submit to post-accident alcohol testing as soon as possible. After an accident, consuming alcohol is prohibited until the driver is tested. If the driver is not tested within two (2) hours after the accident, the City will prepare and maintain on file a record stating why the test was not administered within that time. If eight hours have elapsed since the accident and the driver has not submitted to an alcohol test, the City will cease its attempts to test the driver and prepare and maintain on file a record stating why the test was not administered.

The City may accept the results of a blood or breath test in place of an alcohol test and urine/oral liquid test for the use of controlled substances if:

- The tests are conducted by federal, state, or local officials having independent authority for the test, and
- The tests conform to applicable federal, state, or local testing requirements, and
- The test results can be obtained by the City.

Whenever such a test is conducted by a law enforcement officer, the driver must contact the City and immediately report the existence of the test, providing the name, badge number, and telephone number of the law enforcement officer who conducted the test.

Random Testing

Every driver will be subject to unannounced alcohol and controlled substance testing on a random selection basis. Drivers will be selected for testing by use of a scientifically valid method under which each driver has an equal chance of being selected each time selections are made. These random tests will be conducted throughout the calendar year. Each driver who is notified of selection for random testing must cease performing safety-sensitive functions and report to the designated test site immediately. It is mathematically possible drivers may be selected be picked and tested more than once, and others not at all.

If a driver is selected for a random test while he or she is absent, on leave or away from work, that driver may be required to undergo the test when he or she returns to work.

Federal law requires the City to test at a rate of at least fifty percent (50%) of its average number of drivers for controlled substance each year, and to test at a rate of at least ten percent (10%) of its average number of drivers for alcohol each year. These minimum testing rates are subject to change by the DOT.

Reasonable Suspicion Testing

When a supervisor has reasonable suspicion to believe a driver has engaged in conduct prohibited by federal law or this policy, the City will require the driver to submit to an alcohol and/or controlled substance test.

The City's determination that reasonable suspicion exists to require the driver to undergo an alcohol test will be based on "specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver." In the case of controlled substance, the observations may include indications of the chronic and withdrawal effects of a controlled substance.

The required observations for reasonable suspicion testing will be made by a supervisor or other person designated by the City who has received appropriate training in identification of actions, appearance and conduct of a driver which are indicative of the use of alcohol or controlled substance. These observations leading to an alcohol or controlled substance test, will be reflected in writing and signed by the supervisor who made the observations. The record will be retained by the City. The person who makes the determination that reasonable suspicion exists to conduct

testing, will not be the person conducting the testing, which shall instead be conducted by another qualified person.

Alcohol testing is authorized only if the observations are made during, just before, or just after the driver has ceased performing such functions. If a reasonable suspicion alcohol test is not administered within two (2) hours following the determination of reasonable suspicion, the City will prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If a reasonable suspicion alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the City will prepare and maintain on file a record stating the reasons the alcohol test was not administered and will cease attempts to conduct the alcohol test.

Notwithstanding the absence of a reasonable suspicion test, no driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol use, nor will the City permit the driver to perform or continue to perform safety-sensitive functions until (1) an alcohol test is administered and the driver's alcohol concentration is less than .02; or (2) twenty-four (24) hours have elapsed following the determination of reasonable suspicion.

Return-To-Duty Testing
The City reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policy and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers for a first positive test result.

Should the City consider reinstatement of a DOT covered driver, the driver must undergo a Substance Abuse Professional ("SAP") evaluation and participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a safety-sensitive function. The SAP determines if the driver has completed the education/treatment as prescribed.

The employee is responsible for paying for all costs associated with the return-to-duty test. The controlled substance test will be conducted under direct observation.

Follow-Up Testing
The City reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers.

Should the City reinstate a driver following a determination by a Substance Abuse Professional (SAP) that the driver is in need of assistance in resolving problems associated with alcohol use and/or use of controlled substance, the City will ensure that the driver is subject to unannounced

follow-up alcohol and/or controlled substance testing. The number and frequency of such follow-up testing will be directed by the SAP and will consist of at least six (6) tests in the first twelve (12) months following the driver's return to duty. Follow-up testing will not exceed sixty (60) months from the date of the driver's return to duty. The SAP may terminate the requirement for follow-up testing at any time after the first six tests have been administered, if the SAP determines such test is no longer necessary. The employee is responsible for paying for all costs associated with follow-up tests.

Follow-up alcohol testing will be conducted only when the driver is performing safety-sensitive functions, or immediately prior to or after performing safety-sensitive functions.

Cost of Required Testing
The City will pay for the cost of pre-employment, post-accident, random, and reasonable substance and alcohol testing requested or required of all job applicants and employees. The driver must pay for the cost of all requested confirmatory re-tests, return-to-duty, and follow-up testing.

PROHIBITED CONDUCT

The following conduct is explicitly prohibited by applicable DOT and FMCSA regulations and therefore constitutes violation of City policy.

Under the Influence of Alcohol When Reporting for Duty or While on Duty
No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.02, but less than 0.04, will be removed from duty for 24 hours, escorted home and placed on vacation leave or compensatory time off leave for hours missed from work.

On-Duty Use of Alcohol
No driver may use alcohol while performing safety-sensitive functions.

Pre-Duty Use of Alcohol
No driver may perform safety-sensitive functions within four (4) hours after using alcohol. If an employee has had alcohol within four hours they are to notify their supervisors before performing any safety-sensitive functions.

Alcohol Use Following an Accident
No driver required to take a post-accident alcohol test may use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.

Refusal to Submit to a Required Alcohol or Controlled Substance Test
No applicant or driver may refuse to submit to pre-employment, post-accident, random, reasonable suspicion or follow-up alcohol or controlled substance testing.

In the event an applicant or driver does in fact refuse to submit to required alcohol or controlled substance testing, no test will be conducted. Refusal by a driver to submit to controlled substance or alcohol testing will be considered a positive test result, will cause disqualification from performing safety-sensitive functions, and may appear on the driver's permanent record. Drivers who refuse to submit to testing will be subject to discipline, up to an including termination. In accordance with the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse reporting requirements, beginning January 6, 2020, the City will report a driver's refusal to submit to a DOT test for drug or alcohol use to the Clearinghouse within three business days. If an applicant refuses to submit to pre-employment controlled substance testing, any applicable conditional offer will be withdrawn.

For purposes of this section, a driver is considered to have refused to submit to an alcohol or controlled substance test when the driver:

- Fails to provide adequate breath for alcohol testing without a valid medical explanation after he or she has received notice of the requirement for breath testing.
- Fails to provide adequate urine or oral liquid for controlled substance testing without a genuine inability to provide a specimen (as determined by a medical evaluation), after he or she has received notice of the requirement for urine or oral liquid testing.
- Fails to report for testing within a reasonable period of time, as determined by the City.
- Fails to remain at a testing site until testing is complete.
- In the case of directly observed or monitored collection, fails to permit observation or monitoring.
- Fails or declines to take a second test as required by the City and/or collector.
- Fails to undergo a medical examination as directed by the City pursuant to federal law.
- Refuses to complete and sign the alcohol testing form, to provide a breath or saliva sample, to provide an adequate amount of breath, or otherwise cooperate in any way that prevents the completion of the testing process.
- Engages in conduct that clearly obstructs the test process.

Altering or Attempting to Alter a Urine/Oral Liquid Sample or Breath Test
A driver altering or attempting to alter a urine/oral liquid oral sample or controlled substance test, or substituting or attempting to substitute a urine/oral liquid sample, will be subject to providing a specimen under direct observation. Both specimens will be subject to laboratory testing. In such case, the employee may be subject to immediate termination of employment and any job offer made to an applicant will be immediately withdrawn.

Controlled Substance Use
No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver in writing the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. Drivers must forward this information regarding therapeutic controlled substance use to the City immediately after receiving any such advice.

Having a medical marijuana card and/or a cannabis prescription from a physician does not allow anyone to use or possess that drug in the City's workplace. The federal government still classifies cannabis as an illegal drug. There is no acceptable concentration of marijuana metabolites in the urine, oral liquid or blood sample of an employee who performs safety-sensitive duties for the City. Employees are still subject to being tested under our policies, as well as for being disciplined, suspended or terminated after testing positive for cannabis while at work.

Controlled Substance Testing
No driver may report for duty, remain on-duty or perform a safety-sensitive function if the driver tests positive for controlled substance.

In addition to the conduct prohibited by applicable DOT and FMCSA regulations, the City also maintains other applicable policies regarding drug and alcohol that are applicable to all employees. For specifics regarding those requirements, refer to the City's policy for non-DOT related drug and alcohol policy.

COLLECTION AND TESTING PROCEDURES

Drivers are required to report immediately upon notification to the collection site. For random tests conducted off site, employees may use a City vehicle to drive to the collection site. Drivers will be expected to provide a photo ID card for identification to the collection staff. All drivers will be expected to cooperate with collection site personnel request to remove any unnecessary outer garments such as coats, sweaters or jackets and will be required to empty their pockets. Collection personnel will complete a Federal Custody and Control Form ("CCF") which drivers providing a sample will sign as well.

Alcohol Testing
Employees will be tested for alcohol just before, during, or immediately following performance of a safety-sensitive function. If a driver is also taking a DOT controlled substance test, generally speaking, the alcohol test is completed before the urine/oral liquid collection process begins. Screening tests for alcohol concentration will be performed utilizing a non-evidential screening device included by the National Highway Traffic Safety Administration on its conforming products list (e.g., a saliva screening device) or an evidential breath testing device ("EBT") operated by a trained breath alcohol technician ("BAT") at a collection site. An alcohol test usually takes approximately 15 minutes if the result is negative. If a driver's first attempt is positive (with an alcohol concentration of .02 or greater), the driver will be asked to wait at least 15 minutes and then be tested again. The driver may not eat, drink or place anything in their mouth (e.g., cigarette, chewing gum) during this time. All confirmation tests will be conducted in a location that affords privacy to the driver being tested, unless unusual circumstances (e.g., when it is essential to conduct a test outdoors at the scene of an accident) make it impracticable to provide such privacy. Any results less than 0.02 alcohol concentration is considered a "negative" test result.

If the driver attempts and fails to provide an adequate amount of breath, their will be referred to a physician to determine if the driver's inability to provide a specimen is genuine or constitutes a refusal to test. Alcohol test results are reported directly to the City by the collection site staff.

Controlled Substance Testing
The City will use a "split urine specimen" collection procedure for controlled substance testing. Collection of urine specimens for controlled substance testing will be conducted by an approved collector and will be conducted in a setting and manner to ensure the driver's privacy.

Controlled substance testing generally takes about 15 minutes. At the collection site, the driver will be given a sealed container and must provide at least 45 ml of urine or oral liquid for testing. Once the sample is provided the collection personnel will check the temperature and color and look for signs of contamination. The urine is then split into two separate specimen containers (A, or "primary," and B, or "split") with identifying labels and security seals affixed to both. The collection facility will be responsible for maintaining a proper chain of custody for delivery of the sample to a DHHS-certified laboratory for analysis. The laboratory will retain a sufficient portion of any positive sample for testing and store that portion in a scientifically acceptable manner for a minimum 365-day period.

If an employee fails to provide a sufficient amount of urine/oral liquid to permit a controlled substance test (45 milliliters of urine), the collector will discard the insufficient specimen, unless there is evidence of tampering with that specimen. The collector will urge the driver to drink up to 40 ounces of fluid, distributed reasonably over a period of up to three hours, or until the driver has provided a sufficient urine/oral liquid specimen, whichever occurs first. If the driver has not provided a sufficient specimen within three hours of the first unsuccessful attempt, the collector will cease efforts to attempt to obtain a specimen. The driver must then obtain, within five calendar days, an evaluation from a licensed physician, acceptable to the MRO, who has expertise in the medical issues raised by the employee's failure to provide a sufficient specimen. If the licensed physician concludes the driver has a medical condition, or with a high degree of probability could have, precluded the driver from providing a sufficient amount of urine/oral liquid, the City will consider the test to have been canceled. If a licensed physician cannot make such a determination, the City will consider the driver to have engaged in a refusal to test and will take appropriate disciplinary action under this policy.

The primary specimen is used for the first test. If the test is negative, it is reported to the MRO who then reports the result, following a review of the CCF Form for compliance, to the City. If the initial result is positive or non-negative, a "confirmatory retest" will be conducted on the primary specimen. If the confirmatory re-test is also positive, the result will be sent to the MRO. The MRO will contact the driver to verify the positive result. If the MRO is unable to reach the driver directly, the MRO must contact the City who will direct the driver to contact the MRO.

REVIEW OF TEST RESULTS

The MRO is a licensed physician with knowledge and clinical experience in substance abuse disorders and is responsible for receiving and reviewing laboratory results of the controlled substances test as well as evaluating medical explanations for certain drug test results. Prior to

making a final decision to verify a positive test result, the MRO will give the driver or the job applicant an opportunity to discuss the test result, typically through a phone call. The MRO, or a staff person under the MRO's supervision, will contact the individual directly, on a confidential basis, to determine whether the individual wishes to discuss the test result. If the employee or job applicant wishes to discuss the test result:

- The individual may be required to speak and/or meet with the MRO, who will review the individual's medical history, including any medical records provided.
- The individual will be afforded the opportunity to discuss the test results and to offer any additional or clarifying information which may explain the positive test result. If the employee or job applicant, believes a mistake was made at the collection site, at the labor, on a chain-of-custody form, or that the drug test results are caused by lawful substance use, the employee should tell the MRO.
- If there is some new information which may affect the original finding, the MRO may request the laboratory to perform additional testing on the original specimen in order to further clarify the results; and
- A final determination will be made by the MRO that the test is either positive or negative, and the individual will be so advised.

If the MRO upholds the positive, adulterated or substituted drug determination, that test result will be provided to the City. There is no opportunity to explain a positive alcohol test provided in the DOT regulations.

The driver can request the MRO to have the split specimen (the second "B" container) tested at the driver's expense. This includes all costs that may be associated with the re-test. There is no split specimen testing for an invalid result. The driver has 72 hours after they have been notified of the positive result to make this request. If the employee requests an analysis of the split specimen, the MRO will direct the laboratory to send the split specimen to another certified laboratory for analysis.

If an employee has not contacted the MRO within 72 hours, the employee may present information documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the employee from making timely contact. If the MRO concludes there is legitimate explanation for the employee's failure to contact within 72 hours, the MRO will direct the analysis of the split specimen.

If the results of the split specimen are negative, the City may pay for all costs associated with the rest and there will be no adverse action taken against the employee or job applicant.

NOTIFICATION OF TEST RESULTS

Employees
The City will notify a driver of the results of random, reasonable suspicion, and post-accident tests for controlled substance if the test results are verified positive and will inform the driver

which controlled substance or substances were verified as positive. Results of alcohol tests will be immediately available from the collection agent.

Right to Confirmatory Retest
Within seventy-two (72) hours after receiving notice of a positive controlled substance test result, an applicant or driver may request through the MRO a re-analysis (confirmatory retest) of the driver's split specimen. Action required by federal regulation as a result of a positive controlled substance test (e.g., removal from safety-sensitive functions) will not be stayed during retesting of the split specimen. If the result of the confirmatory retest fails to reconfirm the presence of the controlled substance(s) or controlled substance metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing or untestable, the MRO will cancel the test.

Dilute Specimens
Dilute Negatives Creatinine concentration of specimen is equal to or greater than 2 mg/dL, but less than or equal to 5 mg/dL. If the City receives information that a driver has provided a dilute negative specimen, the City will direct a recollection, pursuant to the MRO's direction, under direct observation.

CONSEQUENCES FOR DRIVERS ENGAGING IN PROHIBITED CONDUCT

Job Applicants
Any applicable conditional offer of employment will be withdrawn from a job applicant or employee seeking a transfer who refuses to be tested or tests positive for controlled substance pursuant to this policy.

Employees
Drivers who are known to have engaged in prohibited behavior with regard to alcohol misuse or use of controlled substance, as defined earlier in this policy, are subject to the following consequences:

- Removal from Safety-Sensitive Functions: No driver may perform safety-sensitive functions, including driving a commercial motor vehicle, if the driver has engaged in conduct prohibited by federal law.

No driver who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 may perform or continue to perform safety-sensitive functions for the City, including driving a commercial motor vehicle, until the start of the driver's next regularly scheduled duty, but not less than twenty-four (24) hours following administration of the test.

If a driver tests positive under this policy or is found to have an alcohol concentration of .02 or greater but less than .04, the driver will be removed from safety sensitive duties and escorted home; the driver should not drive home but be escorted to his or her home. The driver will then be placed on vacation leave or compensatory time off leave, for hours missed from work.

Notification of Resources Available

The City will advise each driver who has engaged in conduct prohibited by federal law or who has a positive alcohol or controlled substance test of the resources available to the driver, in evaluating and resolving problems associated with the misuse of alcohol and use of a controlled substance, including the names, addresses, and telephone numbers of Substance Abuse Professionals and counseling and treatment programs. The City will provide this SAP listing in writing at no cost to the driver.

Discipline
The City reserves the right to impose whatever discipline the City deems appropriate in its sole discretion, up to and including termination for a first occurrence, against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers following a first positive confirmed controlled substance or alcohol test result.

Evaluation, and Return to Duty Testing
Should the City wish to consider reinstatement of a driver who engaged in conduct prohibited by federal law and/or who had a positive alcohol or controlled substance test, the driver must undergo a SAP evaluation, participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a safety-sensitive function. The SAP will determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and controlled substance use and will ensure the driver properly follows any rehabilitation program and submits to unannounced follow-up alcohol and controlled substance testing.

Follow-Up Testing
If the driver passes the return-to-duty test, there will be subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency for such follow-up testing will be as directed by the SAP and will consist of at least six tests in the first twelve months. These tests will be conducted under direct observation.

Refusal to Test
All drivers and applicants have the right to refuse to take a required alcohol and/or controlled substance test. If an employee refuses to undergo testing, the employee will be considered to have tested positive and may be subject to disciplinary action, up to and including termination. Refer to Refusing to Test provided earlier in this policy.

Responsibility for Cost of Evaluation and Rehabilitation
Drivers will be responsible for paying the cost of evaluation and rehabilitation (including services provided by a Substance Abuse Professional) recommended or required by the City or FMCSA or DOT rules, except to the extent that such expense is covered by an applicable employee benefit plan or imposed on the City pursuant to a collective bargaining agreement.

Reporting to the FMCSA's CDL Drug and Alcohol Clearinghouse

In accordance with the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse reporting requirements, the City will report the following information to the Clearinghouse within three business days:

- A DOT alcohol confirmation test result with an alcohol concentration of 0.04 or greater;
- A negative DOT return-to-duty test result;
- The driver's refusal to submit to a DOT test for drug or alcohol use;
    - Actual knowledge a driver has used alcohol or controlled substances, based on the employer's direct observation, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances, or an employee's admission of alcohol or controlled substance abuse except as provided in § 382.121) of:
        - On duty alcohol use pursuant to § 382.205;
        - Pre-duty alcohol use pursuant to § 382.207;
        - Alcohol use following an accident pursuant to § 382.209;
        - Controlled substance use pursuant to § 382.213;
- The City will also report negative return-to-duty (RTD) test results and the successful completion of a driver's follow-up testing plan as ordered by a SAP.

Loss of CDL License for Traffic Violations in Commercial and Personal Vehicles
Effective August 1, 2005, the FMCSA established strict rules impacting when CDL license holders can lose their CDL for certain traffic offenses in a commercial or personal vehicle. Employees are required to notify their supervisor immediately if the status of their CDL license changes in anyway.

Maintenance and Disclosure of Records
Except as required or authorized by law, the City will not release driver's information that is contained in records required to be maintained by this policy or FMCSA and DOT regulations. Beginning in 2020, the City will be required to query and report to the agency's Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse prior to hiring new drivers, will conduct annual checks of existing CDL-drivers, and will report certain violations of the DOT drug and alcohol testing program for holders of CDLs. In addition, a driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or a controlled substance, including any records pertaining to his or her alcohol or controlled substance tests.

Policy Contact for Additional Information
If you have any questions about this policy or the City's controlled substance and alcohol testing procedures, you may contact the Administrative Services Director or the City Administrator to obtain additional information.

DEFINITIONS

Accident: Means an occurrence involving a commercial motor vehicle operating on a public road which results in a fatality; bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be

transported away from the scene by a tow truck or other vehicle. The term "accident" does not include an occurrence involving only boarding and alighting from a stationary motor vehicle; an occurrence involving only the loading or unloading of cargo; or an occurrence in the course of the operation of a passenger car or a multipurpose passenger vehicle unless the vehicle is transporting passengers for hire or hazardous materials of a type and quantity that require the motor vehicle to be marked or placarded in accordance with 49 C.F.R. § 177.823; 49 C.F.R. § 382.303(a); 49 C.F.R. § 382.303(f).

Alcohol Concentration (or Content): Means the alcohol on a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test. 49 C.F.R. § 382.107.

Alcohol Use: Means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol. 49 C.F.R. § 382.107.

Applicant: Means a person applying to drive a commercial motor vehicle. 49 C.F.R. § 382.107.

Breath Alcohol Technician or BAT: Means an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT). 49 C.F.R. § 40.3.

City: Means City of Ramsey.

City Premises: Means all job sites, facilities, offices, buildings, structures, equipment, vehicles and parking areas, whether owned, leased, used or under the control of the City.

Collection Site: Means a place designated by the City where drivers present themselves for the purpose of providing a specimen of their urine/oral liquid or breath to be analyzed for the presence of alcohol or controlled substances. 49 C.F.R. § 40.3.

Commercial Motor Vehicle: Means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle (1) has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whoever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or (2) has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater; or (3) is designed to transport sixteen (16) or more passengers, including the driver; or (4) is of any size and is used in the transportation of materials found to be in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulation. (49 C.F.R. part 172, subpart F) § 382.107.

Confirmation (or Confirmatory) Test: For alcohol testing means a second test, following a positive non-evidential test, following a positive non-evidential (e.g., saliva) screening test or a breath alcohol screening test with the result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substance testing, "Confirmation (or Confirmatory) Test"

means a second analytical procedure to identify the presence of a specific controlled substance or metabolite which is independent of the screen test and which uses a different technique and chemical principal from that of the screen test in order to ensure reliability and accuracy. 49 C.F.R. § 382.107.

Controlled Substance: Means those substances identified in 49 C.F.R. § 40.85. Marijuana, amphetamines, opioids, (including heroin), phencyclidine (PCP), cocaine, and any of their metabolites are included within this definition. 49 (C.F.R. § 382.107; 49 C.F.R. § 40.85.

Department of Transportation or DOT: Means the United States Department of Transportation.

DHHS: Means the Department of Health & Human Services or any designee of the Secretary, Department of Health & Human Services. 49 C.F.R. § 40.3.

Disabling Damage: Means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs, including damage to motor vehicles that could have been driven, but would have been further damaged if so driven. Disabling damage does not include damage which can be remedied temporarily at the scene of the accident without special tools or parts, tire disablement without other damage even if no spare tire is available, headlight or tail light damage or damage to turn signals, horn or windshield wipers which make them inoperative. 49 C.F.R. § 382.107.

Driver: Means any person who operates a commercial motor vehicle. This includes, but is not limited to full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors who are either directly employed by or under lease to the City or who operate a commercial motor vehicle at the direction of or with the consent of the City. For purposes of pre-employment testing, the term driver includes a person applying to drive a commercial motor vehicle. 49 C.F.R. § 382.107.

Drug: Has the same meaning as "controlled substance."

Employee seeking a transfer: Refers to an employee who is not subject to DOT regulations seeking a transfer to a position that will subject them to DOT regulations in the sought-after position.

Evidential Breath Testing Device or EBT: Means a device approved by the National Highway Traffic Safety Administration ("NHTSA") for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices." 49 C.F.R. § 40.3.

Federal Motor Carrier Safety Administration or FMCSA: Means the Federal Motor Carrier Safety Administration of the United States Department of Transportation.

Medical Review Officer or MRO: Means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by a controlled substance

testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information. 49 C.F.R. § 40.3

Performing (a Safety-Sensitive Function): Means any period in which a driver is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions. 49 C.F.R. § 382.107.

Positive Test Result: Means a finding of the presence of alcohol or controlled substance, or their metabolites, in the sample tested in levels at or above the threshold detection levels established by applicable law.

Reasonable Suspicion: Means a belief a driver has engaged in conduct prohibited by the FMCSA controlled substance and alcohol testing regulations, except when related solely to the possession of alcohol, based on specific contemporaneous, articulable observations made by a supervisor or City official who has received appropriate training concerning the appearance, behavior, speech or body odors of the driver. The determination of reasonable suspicion will be made in writing on a Reasonable Suspicion Record Form during, just preceding, or just after the period of the work day that the driver is required to be in compliance with this policy. In the case of a controlled substance, the observations may include indications of the chronic and withdrawal effects of a controlled substance.

Safety-Sensitive Function: Means all time from the time a driver begins to work or is required to be in readiness to work until the time he or she is relieved from work and all responsibility for performing work. Safety-sensitive functions include:

- All time at a City plant, terminal, facility, or other property, or on any public property,
- waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- All time inspecting equipment as required by 49 C.F.R. § 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- All time spent at the driving controls of a commercial motor vehicle in operation;
- All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 49 C.F.R. § 393.76);
- All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle. 49 C.F.R. § 382.107.

Screening Test (also known as Initial Test): In alcohol testing, mean an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in her or her system. Screening tests may be conducted by utilizing a non-evidential screening device included by the National Highway Traffic Administration on its conforming products list (e.g., a saliva screening device) or an evidential breath testing device ("EBT") operated by a trained breath alcohol

technician (“BAT”). In controlled substance testing, “Screening Test” means an immunoassay screen to eliminate “negative” urine specimens form further consideration. 49 C.F.R. § 382.107.

Substance Abuse Professional or “SAP”: Means a licensed physician (medical doctor or doctor of osteopathy), licensed or certified psychologist, licensed or certified social worker, licensed or certified employee assistance professional, or licensed or certified addiction counselor (certified by the National Association of Alcoholism and Controlled Substance Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders. 49 C.F.R. § 40.281.

SECTION 13 ACKNOWLEDGEMENT OF RECEIPT OF THE PERSONNEL POLICY

I acknowledge that I have received a copy of the City of Ramsey Personnel Policy. I understand that this document contains important information regarding the City's general personnel policies and my privileges and obligations as an employee. I will familiarize myself with the personnel policy within five (5) business days. I understand that I am governed by the contents of the policy. I further understand that the personnel policy is not an employment contract and that the City may change, rescind or add to any policies, benefits, or practices at its sole discretion with or without advance notice.

_____ _____

Employee's Signature Date

_____

Employee's Name (typed or printed)

_____ _____

Witness' Signature Date

_____

Witness' Name (typed or printed)

Councilmember _____ introduced the following resolution and moved its adoption:

RESOLUTION # 24-363

RESOLUTION UPDATING THE CITY'S PERSONNEL POLICY

WHEREAS, the City's Personnel Policy describes the terms, conditions, benefits, rights and responsibilities of employment; and

WHEREAS, the City Council and staff desire to maintain an updated Personnel Policy; and

WHEREAS, sections of the Personnel Policy have been updated on an as needed basis, however it was last updated in its entirety March 13, 2018; and

WHEREAS, staff and the City Attorney conducted a comprehensive review of the entire Personnel Policy; and

WHEREAS, in order to maintain a clear and legally compliant policy, revisions are recommended to the be made to multiple sections of the Personnel Policy.

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

1) Motion to adopt resolution 24-363 to update the City's Personnel Policy effective January 1, 2025.

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 10th day of December, 2024.

Mayor Mark E. Kuzma

ATTEST:

City Clerk Katie Schmidt

CC Regular Session

Meeting Date: 12/10/2024

Primary Strategic Plan Initiative: Identify and implement operational efficiencies, cost savings and additional funding sources.

Title:

PUBLIC HEARING - Adopt Resolution #24-353 Adopting the City's 2025-2034 Capital Improvement Plan (CIP)

Purpose/Background:

Purpose: The 2025-2034 Capital Improvement Plan (CIP) is a strategic planning tool to assist the City Council in identifying proposed capital improvement projects over the next ten years.

The Capital Improvement Plan (CIP) is a long-term financial plan of at least five years that consists of projects and facilities that are, or will be needed by the City in carrying out the future needs for the public health, safety and welfare of the City. The City's charter directs that a five-year capital improvement plan will be adopted annually. The City is undertaking a 10-year plan for years 2025-2034.

The CIP has been prepared in an attempt to anticipate major capital expenditures in advance of the year in which they are budget requests. Further, several projects may interrelate or require other improvements prior to initiation which would cause delays without prior planning. Additionally, projects may require budgeting over several years or receipt of funds from other sources (i.e. grants) requiring planning completion prior to the funding year. Finally, the plan enables a snapshot of the identified capital needs of the community, allowing for continual prioritization of these needs.

Approval of the CIP by Council does not authorize spending or initiation of a given project. It does, however, provide a guide for the community for a whole array of private and public decision-making, impacted by public capital expenditures. It shall further be noted that initial project design of public infrastructure projects identified within this plan often begins two years or more prior to the date of construction. Also, the CIP reflects priorities for projects and equipment that have been identified as priorities in the City's adopted Strategic Plan.

The CIP is not intended to provide for precise budgeting. Capital costs are projected as estimates. Upon each update of the plan, deletions, additions, delays, or other revisions may occur, reflecting changing community needs. These changes allow for budget refinements as a particular project nears actual construction.

Each project includes preliminary funding sources and appropriate background information citing needs and projected cost estimates.

A supplemental section titled 'Future Consideration Projects' has also been included. This is a listing of park projects that are contingent upon availability of resources. These projects are unfunded and unscheduled until resources become available.

Notification:

The draft document of the 2025-2034 CIP was presented at the worksession of November 12, 2024.

The request for the public hearing was adopted at the regular City Council meeting of November 26, 2024 and the notice was posted in the Anoka County Union Herald on November 29, 2024.

Time Frame/Observations/Alternatives:

1. Adopt Plan as outlined noting that this is a planning tool only and not the authorization of any one project listed.
2. Take no Action at this time for further review of each project. Per the City Charter, at least a five-year Capital Improvement
Program (CIP) needs to be adopted annually.

Funding Source:

Each project contained within the 2025-2034 Capital Improvement Plan states the respective funding source(s).

Recommendation:

Staff recommends Option#1 to adopt the 2025-2034 Capital Improvement Plan that is attached, noting that this is a forecasting tool and not actual, committed projects and expenditures.

Outcome/Action:

Motion to adopt Resolution #24-353 Adopting the City of Ramsey's 2025-2034 Capital Improvement Plan.

Attachments

2025-2034 Capital Improvement Plan (CIP)

2025-2034 Park Supplemental

Reso #24-353 Adopting 2025-2034 Capital Improvement Plan (CIP)

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	12/03/2024 09:13 AM
Form Started By: Diana Lund		Started On: 11/27/2024 07:50 AM
Final Approval Date: 12/03/2024		

CITY OF RAMSEY
CAPITAL IMPROVEMENT PROGRAM
2025-2034

The Capital Improvement Program document is a planning tool maintained by the city to identify future projects, related expenditures, and funding sources. All projects designated in the Capital Improvement Program are contingent upon availability of resources during the planned year. The total expenditure of projects includes city-funded sources as well as other resources such as grants, fees, bonding, etc.

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CITY OF RAMSEY
2025-2034
CAPITAL IMPROVEMENT PLAN

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INTRODUCTORY SECTION

CITY OF RAMSEY

CAPITAL IMPROVEMENT/CAPITAL OUTLAY PLAN

2025-2034

Enclosed is the Ramsey Capital Improvements/Capital Outlay Plan (CIP) for the years 2025-2034. It has been prepared in an attempt to anticipate major capital expenditures in advance of the year in which they are budget requests. Further, several projects may interrelate or require other improvements prior to initiation, which would cause delays without prior planning. Additionally, projects may require budgeting over several years or receipt of funds from other sources (i.e. grants) requiring planning completion prior to the funding year. Finally, the plan enables a snapshot of the identified capital needs of the community allowing for continual prioritization of these needs.

The process for completing the 2025-2034 CIP was much the same as the process for the 2024 General Fund Budget. Project requests were submitted by all divisions and reviewed by the Management Team and appropriate supervisors to establish the feasibility and priority of the projects and match with available financing.

CAPITAL IMPROVEMENT PLAN GOALS
ACKNOWLEDGE AND COMMUNICATE PUBLIC INFRASTRUCTURE PRIORITIES AND DYNAMICS
ENSURE APPROPRIATE RESPONSES TO CHANGING INFRASTRUCTURE NEEDS AND DEMANDS
DEVELOP A FINANCIAL ASSESSMENT OF CAPITAL RESOURCES AVAILABLE TO MEET FUTURE CAPITAL PROJECT NEEDS
ENCOMPASS THE CITY'S STRATEGIC PLAN'S IMPERATIVES: FINANCIAL STABILITY; A BALANCE OF RURAL CHARACTER & URBAN GROWTH; A CONNECTED COMMUNITY; SMART, CITIZEN-FOCUSED GOVERNMENT; AN EFFECTIVE ORGANIZATION

Approval of the CIP by Council does not authorize spending or initiation of a given project. It does, however, provide a guide for the community for a whole array of private and public decision-making, impacted by public capital expenditures. Therefore, the CIP should receive ratification only if the Council perceives actions contemplated within the plan as reasonable and planned within justified time frames. It shall further be noted that initial project design of public infrastructure projects identified within this plan often begins two years or more prior to the date of construction.

The CIP is not intended to provide for precise budgeting. Capital costs are projected as estimates. Upon each update of the plan, deletions, additions, delays, or other revisions may occur, reflecting changing community needs. These changes allow for budget refinements as a particular project nears actual construction.

Capital improvements are improvements to land, streets, parks, utilities and buildings. This plan shows improvements with revenues projected from various funding sources. Improvements from the General Fund are those requiring a tax levy, referendum or similar other authority resulting in listed projects being less than certain. The other funding sources (except for intergovernmental revenue - grant funds) have increased stability over the general fund projects.

Specific information on the funding sources for each project is shown under the individual project. Cash flow projections are completed to examine the long-term stability of each fund and its ability to provide for planned expenditures.

Potential funding sources for capital improvement expenditures may include:

- General Fund – Property Tax Levy
- Capital Equipment Certificates
- General Obligation Bonds
- CIP General Obligation Bonds*
- Tax Increment Financing
- Developer Fees
- Grants/Outside Sources
- Utility Funds (Water, Sewer, Recycling, Street Lights, Storm Water)
- Special Revenue Funds (Equipment Revolving, Fleet, Lawful Gambling, Storm Water Management)
- Capital Project Funds (Facility, Landfill, MSA, Park Improvement, Public Improvement Revolving (PIR), Pavement Management Fund, Public Works Campus)
- Special Assessments

**Only City Hall, Public Works facilities and Public Safety facilities may be financed with CIP General Obligation bonds under the CIP Act (Minnesota Statutes Chapter 475). Other capital improvements described in this plan as being financed under General Obligation Bonds may be financed with special assessment bonds under Minnesota Statutes, Chapter 429 and utility revenue bonds under Minnesota Statutes, Chapter 444.*

For a City to use its authority to finance expenditures under the CIP Act, it must meet the requirements provided therein. Specifically, the City Council must approve the sale of capital improvement bonds by a two-thirds vote of its membership. In addition, it must hold a public hearing for public input. Notice of such hearing must be published in the official newspaper of the City at least fourteen, but not more that twenty-eight days prior to the date of the public hearing. The City Council approves the CIP following the public hearing.

The bonds are not subject to referendum unless, within 30 days after the hearing, a petition is filed with the City Administrator signed by voters equal to at least five percent of the votes cast in the last general City election. In that event, the bonds are subject to a referendum, and may be issued only if approved by a majority of voters who vote on that question. If the referendum passes, the taxes to pay the debt service on the bonds would be levied on market value rather than tax capacity. However, if no timely petition is filed, the taxes to pay debt service are levied on tax capacity.

The CIP Act has established certain criteria that must be met. In accordance with these criteria, the City has considered the following eight points:

1. Condition of the City's infrastructure and need for the project
2. Demand for the improvement
3. Cost of the improvement
4. Availability of public resources
5. Level of overlapping debt
6. Const/benefits of alternative uses of funds
7. Operating costs of the proposed improvements
8. Options for shared facilities with other cities or local governments.

OVERVIEW SECTION

2025 through 2034

Capital Improvement Plan

Ramsey, MN

Category Summary

Category	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Capital Equipment	1,014,175	3,260,000	2,637,300	1,832,500	1,979,000	1,638,000	972,000	696,000	1,309,000	313,000	**15,650,975**
Municipal Building	20,000	38,100			225,000				221,300	20,000,000	**20,504,400**
Park Improvement	3,720,000	570,000	140,000	200,000	100,000	320,000	100,000		135,000	100,000	**5,385,000**
Sewer Utility Improvement	65,000			225,000	250,000						**540,000**
Storm Water Utility Improvement			350,000				175,000				**525,000**
Street Improvement	11,243,292	8,293,530	6,850,874	4,312,094	4,350,401	4,340,844	5,191,252	3,922,082	5,328,677	5,590,074	**59,423,120**
Street Light Utility Improvement	400,000	250,000									**650,000**
Water Utility Improvement	132,500	2,100,000	2,425,000	1,750,000							**6,407,500**
GRAND TOTAL	**16,594,967**	**14,511,630**	**12,403,174**	**8,319,594**	**6,904,401**	**6,298,844**	**6,438,252**	**4,618,082**	**6,993,977**	**26,003,074**	**109,085,995**

2025 through 2034

Capital Improvement Plan

Ramsey, MN

Funding Source Summary

Source	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Capital Maintenance Fund	20,000	38,100			225,000						**283,100**
Discount		35,000									**35,000**
Equipment Revolving Fund	50,000	28,000									**78,000**
Fleet Vehicles		30,000									**30,000**
General Fund-Property Tax Levy	227,000	2,024,000	2,008,300	1,754,500	1,945,000	1,638,000	972,000	696,000	1,309,000	313,000	**12,886,800**
Grants/Outside Sources						50,000					**50,000**
Inter-Fund Loans	300,000										**300,000**
Lawful Gambling Fund	100,000	100,000	100,000	100,000	100,000	250,000	100,000		100,000	100,000	**1,050,000**
MSA	2,452,281	1,129,815	1,218,002	1,178,600	800,944	1,113,805	1,397,676	980,638	742,560	1,002,437	**12,016,758**
Park Improvement Trust Fund	3,750,000	470,000		100,000		20,000			35,000		**4,375,000**
Pavement Management Fund	6,341,430	5,420,331	4,891,212	2,616,120	2,984,494	2,744,805	3,248,280	2,434,824	3,896,550	3,957,030	**38,535,076**
Public Improvement Revolving Fund	794,500	391,000	40,000								**1,225,500**
Sewer Utility Fund	98,350	734,000	164,000	264,000	267,000						**1,527,350**
Storm Water Utility Fund	1,615,081	1,249,634	1,421,660	517,374	564,963	482,234	720,296	506,620	689,567	630,607	**8,398,036**
Street Light Utility Fund	400,000	250,000									**650,000**
Tax Increment #18		386,750									**386,750**
To Be Determined									221,300	20,000,000	**20,221,300**
Trade In/Resale Value	30,500	41,000	135,000								**206,500**
Water Utility Fund	415,825	2,184,000	2,425,000	1,789,000	17,000						**6,830,825**
GRAND TOTAL	**16,594,967**	**14,511,630**	**12,403,174**	**8,319,594**	**6,904,401**	**6,298,844**	**6,438,252**	**4,618,082**	**6,993,977**	**26,003,074**	**109,085,995**

Capital Improvement Plan - Priority Codes & Definitions

Priority	
1	**Existing Obligations - High Priority: Year 2025 or 2026** Projects under this priority are previously committed to or are replacements Example: Road reconstructions, equipment replacement
2	**New Addition - High Priority: Year 2025 or 2026** Projects under this priority are needed, but have no previous commitments Example: Road extensions, additional park amenities
3	**Existing Obligations - Medium Priority: Year 2027-2034** Projects under this priority are previously committed to or are replacements but not as urgent to fulfull as those in priority 1 Example: 5th year forward of road reconstructions; equipment replacement
4	**New Addition - Medium Priority: Year 2027-2034** Projects under this priority are needed, but have no previous commitments but need is not as great as those listed in priority 2 Example: Public Works Campus; new capital equipment
5	**Opportunity Driven/Unfunded/Placeholder** Projects under this priority are development driven and/or have outside funding capacities such as grants and/or placeholders for projects that may occur after year 2034. Full funding on these projects have not been determined. Example: Community Center

2025 through 2034

Capital Improvement Plan

Ramsey, MN

Projects By Year & Priority

Project Name	Department	Project #	Project Cost
2025			
Priority 1-Existing Obligation (High)			
Replace Engine #21 (565)	*Capital Equipment*	*FIRE-502	**300,000**
Replace Siren	*Capital Equipment*	*CIVIL-1R	**17,500**
Emergency Siren Circuit Board	*Capital Equipment*	*CIVIL-2N	**17,000**
Replace 2004 Pull Behind PTO Mower	*Capital Equipment*	*PW-004	**28,000**
2026 Replace 2016 Chev Impala #366	*Capital Equipment*	*POL-382	**48,000**
Building Copier	*Capital Equipment*	*17-IT-017	**8,000**
PW Workroom Copier	*Capital Equipment*	*17-IT-018	**8,000**
Replace 2016 Street Sweeper - Unit #691	*Capital Equipment*	*PW-691A	**330,000**
Replace 2015 Kubota Mower	*Capital Equipment*	*PW-690	**20,000**
Replace 2015 Kubota UTV Unit #689	*Capital Equipment*	*PW-689	**32,000**
Central Park Cameras	*Capital Equipment*	*PW-760	**30,000**
Panasonic Audio/Video for Interview Room	*Capital Equipment*	*POL-427	**15,000**
Brush Bandit/19XPC Wood Chipper	*Capital Equipment*	*PW-762	**85,000**
Utilities Work Truck/Snow Plow	*Capital Equipment*	*PW-761	**66,675**
Replace City Hall Caulking/Grout	*Municipal Buildings*	*20-BLDG-006	**20,000**
Playground Replacement Program	*Park Improvements*	*22-PARK-001	**100,000**
River's Bend South Shelter Replacement	*Park Improvements*	*21-PARK-001	**100,000**
Re-roof Park Shelters/Warming House	*Park Improvements*	*25-PARK-003	**75,000**
Reconstruct Streets: Fox Ridge Estates 1st & 2nd	*Street Improvements*	*17-STR-008	**3,024,546**
Concrete Repairs	*Street Improvements*	*17-STR-012	**405,000**
Annual MSA Pavement Marking Improvements	*Street Improvements*	*22-STR-001	**19,000**
Sorteberg's Street Reconstruction	*Street Improvements*	*22-STR-002	**642,890**
Sunwood Drive Roundabout Landscaping	*Street Improvements*	*15-STR-003	**30,000**
2025 Neighborhood Overlays	*Street Improvements*	*21-STR-013	**1,130,801**
MSA Sunwood Drive Street Recon (CSAH 5/Erkium St)	*Street Improvements*	*21-STR-027	**348,450**
Dickenson's Mississippi Estate Street Recon	*Street Improvements*	*23-STR-005	**934,866**
Section 22 Unplatted Street Reconstruction	*Street Improvements*	*23-STR-007	**341,481**

Project Name	Department	Project #	Project Cost
High Point Street Reconstruction	*Street Improvements*	*23-STR-006	**1,644,684**
MSA - Alpine Drive (CSAH 5/TH 47) Reconstruction	*Street Improvements*	*23-STR-025	**609,788**
MSA - Alpine Drive (CR 57/CSAH 5) Reconstruction	*Street Improvements*	*23-STR-026	**511,786**
COR Infrastructure Improvements	*Street Improvements*	*25-STR-009	**100,000**
Refurbish Water Tower #2	*Water Utility*	*14-WTR-001	**20,000**
Pump House #1 Roof Replacement	*Water Utility*	*25-WTR-001	**42,500**
		Total for: Priority 1	**11,105,967**
Priority 2-New Addition (High)			
2nd Floor Workroom Copier	*Capital Equipment*	*17-IT-016	**9,000**
Elmcrest Park & The Draw Entrance Monument & Sign	*Park Improvements*	*04-PARK-003	**80,000**
Trail Connections	*Park Improvements*	*06-PARK-019	**80,000**
Park Development in The COR	*Park Improvements*	*08-PARK-005	**3,000,000**
Northfork North Trail Connection	*Park Improvements*	*17-PARK-007	**150,000**
Amphitheater Lighting	*Park Improvements*	*18-PARK-003	**40,000**
Park Building(s) Stabilization	*Park Improvements*	*24-PARK-001	**95,000**
Lift Station #1 Rehab and Generator	*Sewer Utility*	*24-SEW-002	**65,000**
HWY 10 and BNSF RR Grade Separation at Ramsey Blvd	*Street Improvements*	*16-STR-002	**750,000**
HWY 10 & BNSF RR Grade Separation at Sunfish Lk Bl	*Street Improvements*	*16-STR-003	**750,000**
Bunker Lake Blvd & Puma Street Lights	*Street Light Utility*	*19-STLT-001	**100,000**
COR Street Lights	*Street Light Utility*	*25-SLT-001	**300,000**
Construct Well #9 and Pumphouse #5	*Water Utility*	*16-WTR-002	**50,000**
		Total for: Priority 2	**5,469,000**
Priority 3-Existing Obligation (Med)			
Refurbish Water Tower #1	*Water Utility*	*14-WTR-002	**20,000**
		Total for: Priority 3	**20,000**
		Total for 2025	**16,594,967**

2026

Priority 1-Existing Obligation (High)			
Replace Engine #21 (565)	*Capital Equipment*	*FIRE-502	**300,000**
Replace Grass 11 (562)	*Capital Equipment*	*FIRE-505	**50,000**
Replace 3R Siren	*Capital Equipment*	*CIVIL-3R	**30,000**
Replace 2004 Snow Thrower	*Capital Equipment*	*PW-005	**250,000**
Replace 2007 Chevy Pickup: Unit #665	*Capital Equipment*	*PW-665	**75,000**
Replace 2007 International Water Truck: Unit #669	*Capital Equipment*	*PW-669	**336,000**

Project Name	Department	Project #	Project Cost
Core Switch Replacement	*Capital Equipment*	*17-IT-009	**52,000**
Engineering Plotter Replacement	*Capital Equipment*	*17-IT-011	**10,000**
Replace Fire Duty Officer Vehicle (569)	*Capital Equipment*	*FIRE-570A	**50,000**
Replace 2014-1Ton Truck w/ Plow Equipt: Unit #680	*Capital Equipment*	*PW-680	**109,000**
Replace Unit 678 2013-1ton Truck w/ Plow Equipment	*Capital Equipment*	*PW-678A	**109,000**
Replace Unit #687 2015 Toolcat	*Capital Equipment*	*PW-687	**60,000**
Replace Unit #686 - 2015 Kubota Tractor	*Capital Equipment*	*PW-686	**129,000**
2025 Acadia Replaces 2016 Acadia #367	*Capital Equipment*	*POL-396	**48,000**
Virtual Server Refresh	*Capital Equipment*	*20-IT-001	**33,000**
Replace 2016- 1-ton truck Unit #692	*Capital Equipment*	*PW-692A	**109,000**
Replace 2009 Jetter/Vac Truck - Unit #673	*Capital Equipment*	*PW-673	**850,000**
Replace Fire-Administrative Captain Vehicle (333)	*Capital Equipment*	*FIRE-579	**50,000**
Replace Assistant Fire Chief Vehicle #571	*Capital Equipment*	*FIRE-566A	**50,000**
Replace Unit 672 - 2009 Sterling Single Axle Plow	*Capital Equipment*	*PW-737	**310,000**
Replace Mobile Computers	*Capital Equipment*	*FIRE-585	**40,000**
Replace Thermal Image Camera	*Capital Equipment*	*FIRE-586	**45,000**
Planning - New Rental Housing Inspection Vehicle	*Capital Equipment*	*GENGOV-008	**40,000**
2026 Ford Explorer replace 2021 Ford Explorer #312	*Capital Equipment*	*POL-391	**53,500**
2026 Ford Explorer Replace 2021 Dodge Charger #311	*Capital Equipment*	*POL-390	**53,500**
Unmanned Aerial Vehicle	*Capital Equipment*	*POL-425	**18,000**
PD Garage Floor Polymer System	*Municipal Buildings*	*25-BLDG-001	**38,100**
Playground Replacement Program	*Park Improvements*	*22-PARK-001	**100,000**
Outdoor Hockey Rinks	*Park Improvements*	*25-PARK-002	**400,000**
Annual MSA Pavement Marking Improvements	*Street Improvements*	*22-STR-001	**8,000**
Reconstruction Streets: Sports Haven	*Street Improvements*	*18-STR-003	**330,786**
Reconstruction Streets: Carol-Rose Acres	*Street Improvements*	*19-STR-011	**513,774**
Reconstruction Streets: Countryside Estates	*Street Improvements*	*19-STR-017	**2,231,046**
2026 Neighborhood Overlays	*Street Improvements*	*21-STR-014	**681,477**
Flintwood Hills 2nd & 3rd Street Reconstruction	*Street Improvements*	*21-STR-015	**1,168,308**
Section 01 Unplatted (S/O CR 27) Street Recon	*Street Improvements*	*23-STR-008	**1,013,472**
Riverside West Street Reconstruction	*Street Improvements*	*23-STR-009	**229,615**
2026 MSA Overlays	*Street Improvements*	*24-STR-001	**1,290,087**
MSA- Bunker Lake Boulevard (Jackal St/CR 83) Recon	*Street Improvements*	*24-STR-011	**826,965**
Refurbish Water Tower #2	*Water Utility*	*14-WTR-001	**1,000,000**
		Total for: Priority 1	**13,091,630**

Project Name	Department	Project #	Project Cost
Priority 2-New Addition (High)			
Trail Connections	*Park Improvements*	*06-PARK-019	**30,000**
Aeration for Sunfish Lake & The Draw	*Park Improvements*	*18-PARK-005	**40,000**
Riverdale Drive Street Lights	*Street Light Utility*	*19-STLT-002	**250,000**
Construct Well #9 and Pumphouse #5	*Water Utility*	*16-WTR-002	**1,100,000**
		Total for: Priority 2	**1,420,000**
		Total for 2026	**14,511,630**

2027

Priority 1-Existing Obligation (High)			
Replace Engine #21 (565)	*Capital Equipment*	*FIRE-502	**600,000**
Replace 2017 Ford Taurus #377	*Capital Equipment*	*POL-385	**52,000**
2027 Ford Explorer Replace 2021 Ford Explorer	*Capital Equipment*	*POL-422	**52,000**
Playground Replacement Program	*Park Improvements*	*22-PARK-001	**100,000**
Annual MSA Pavement Marking Improvements	*Street Improvements*	*22-STR-001	**12,000**
		Total for: Priority 1	**816,000**
Priority 2-New Addition (High)			
Second Fuel Island at Public Works	*Capital Equipment*	*PW-736	**300,000**
		Total for: Priority 2	**300,000**
Priority 3-Existing Obligation (Med)			
Replace, Boat, Motor, Trailer Rescue	*Capital Equipment*	*FIRE-561	**10,000**
Replace 5R Siren	*Capital Equipment*	*CIVIL-5R	**30,000**
Replace Paver, Trailer, Roller	*Capital Equipment*	*PW-660	**140,000**
Replace 2004 Mobile Generator	*Capital Equipment*	*PW-006	**164,000**
2027 Chev Tahoe Replace 2023 Chev Tahoe #392	*Capital Equipment*	*POL-393	**55,100**
2027 Chev Tahoe Replace 2023 Chev Tahoe #323	*Capital Equipment*	*POL-394	**55,100**
Replace Fire Chief Vehicle (573)	*Capital Equipment*	*FIRE-569A	**50,000**
Replace Unit 679 Area Mower (2020 Replaced)	*Capital Equipment*	*PW-679A	**111,000**
Replace 2018 Street Sweeper - Unit #694	*Capital Equipment*	*PW-694A	**330,000**
Replace 2017 UTV - Unit #695	*Capital Equipment*	*PW-695	**29,000**
Replace 2017 UTV - Unit #696	*Capital Equipment*	*PW-696	**29,000**
New F350 4X4 with Utility Box an Boss V-Plow	*Capital Equipment*	*PW-740	**150,000**
Replacement Fire Prevention Vehicle (572)	*Capital Equipment*	*FIRE-587	**50,000**
2027 Ford Util SUV Replace 2023 Dodge Charger #330	*Capital Equipment*	*POL-395	**55,100**
Replace 2007 Tandem Axle Plow Truck #662	*Capital Equipment*	*PW-759	**340,000**

Project Name	Department	Project #	Project Cost
Alpine & Armstrong Roundabout Landscaping	*Park Improvements*	*25-PARK-001	**40,000**
Stormwater Drainage Improvements	*Stormwater Utility*	*12-STRM-001	**350,000**
Reconstruction Streets: Windsorwood	*Street Improvements*	*19-STR-016	**447,741**
Reconstruction Streets: Sortebergs 6th	*Street Improvements*	*17-STR-007A	**881,268**
2027 MSA Overlays	*Street Improvements*	*21-STR-016	**785,169**
2027 Neighborhood Overlays	*Street Improvements*	*21-STR-017	**1,030,980**
MSA Juniper Ridge Dr Street Reconst	*Street Improvements*	*21-STR-018	**449,222**
MSA 142nd Avenue Street Reconstruction	*Street Improvements*	*21-STR-021	**77,733**
Hall-Anderson Acres Street Reconstruction	*Street Improvements*	*23-STR-012	**1,250,832**
Oakwood Hills & Rambosek Red Oak Estates St Recon	*Street Improvements*	*23-STR-013	**355,350**
Deerwood Street Reconstruction	*Street Improvements*	*23-STR-028	**803,091**
Windemere Woods Street Reconstruction	*Street Improvements*	*22-STR-008	**757,488**
Refurbish Water Tower #1	*Water Utility*	*14-WTR-002	**750,000**
Water Meter Reading Fixed Network	*Water Utility*	*25-WTR-002	**175,000**
		Total for: Priority 3	**9,752,174**
Priority 4-New Addition (Med)			
New 2-Post Rotary Lift	*Capital Equipment*	*PW-741	**35,000**
Well#1 Pressure Filter and Generator	*Water Utility*	*24-WTR-002	**1,500,000**
		Total for: Priority 4	**1,535,000**
		Total for 2027	**12,403,174**

2028

Priority 1-Existing Obligation (High)			
Playground Replacement Program	*Park Improvements*	*22-PARK-001	**100,000**
Annual MSA Pavement Marking Improvements	*Street Improvements*	*22-STR-001	**71,000**
		Total for: Priority 1	**171,000**
Priority 3-Existing Obligation (Med)			
Replace 7R Siren	*Capital Equipment*	*CIVIL-7R	**30,000**
Replace Unit 679 - 2013 Toro Wide Area Mower	*Capital Equipment*	*PW-726	**120,000**
Replace 2018 Ford F-250 Extended Cab: Unit #601	*Capital Equipment*	*PW-705	**75,000**
Replace 2018 Ford F350 -Dump & Plow: Unit #699	*Capital Equipment*	*PW-709	**112,000**
Replace 2018 Ford F350 With Box: Unit #697	*Capital Equipment*	*PW-707	**78,000**
Replace 2018 Ford F250 Pickup: Unit #698	*Capital Equipment*	*PW-708	**75,000**
2028 Chevy Tahoe Replace 2024 Chevy Tahoe	*Capital Equipment*	*POL-398	**56,750**
2028 Ford Utility Replace 2024 Ford Utility	*Capital Equipment*	*POL-399	**56,750**

Project Name	Department	Project #	Project Cost
Replace 2019 Brush Chipper - Unit #605	*Capital Equipment*	*PW-605	**52,000**
Ramsey Rugged Switches	*Capital Equipment*	*23-IT-001	**21,000**
Replace Aerial Ladder Truck	*Capital Equipment*	*FIRE-560	**1,000,000**
Planning Vehicle 2028 Chev Equinox	*Capital Equipment*	*GENGOV-013	**44,000**
Emergency Backup Generator LS #7	*Sewer Utility*	*25-SEW-002	**225,000**
2028 Neighborhood Overlays	*Street Improvements*	*21-STR-020	**432,432**
Ramsey Meadows 1st, 3rd & 4th Street Recon	*Street Improvements*	*23-STR-015	**331,890**
Section 21 Unplatted	*Street Improvements*	*23-STR-014	**2,203,032**
MSA - Alpine Drive (TH 10 and Puma Street)	*Street Improvements*	*24-STR-002	**1,273,740**
		Total for: Priority 3	**6,186,594**
Priority 4-New Addition (Med)			
New 1-Ton Pickup With Box & Plow Equipment	*Capital Equipment*	*PW-703	**112,000**
Observation deck on the Mississippi E of Dolomite	*Park Improvements*	*06-PARK-015	**100,000**
Well #10 and Pump House #6	*Water Utility*	*24-WTR-001	**1,750,000**
		Total for: Priority 4	**1,962,000**
		Total for 2028	**8,319,594**

2029

Priority 1-Existing Obligation (High)			
Building Inspection Vehicle (414)	*Capital Equipment*	*GENGOV-006	**40,000**
Building Inspection Vehicle (413)	*Capital Equipment*	*GENGOV-007	**40,000**
Playground Replacement Program	*Park Improvements*	*22-PARK-001	**100,000**
Concrete Repairs	*Street Improvements*	*17-STR-012	**692,726**
Annual MSA Pavement Marking Improvements	*Street Improvements*	*22-STR-001	**12,000**
		Total for: Priority 1	**884,726**
Priority 3-Existing Obligation (Med)			
Replace 9R Siren	*Capital Equipment*	*CIVIL-9R	**30,000**
2029 Ford Explorer Replace 2025 Ford Explorer	*Capital Equipment*	*POL-400	**58,500**
Replace Unit #602: 2019 Utility Tractor	*Capital Equipment*	*PW-717	**190,000**
Replace Unit #611 2019 Chev Pickup	*Capital Equipment*	*PW-716	**65,000**
Replace Unit #604: 2019 Backhoe	*Capital Equipment*	*PW-718	**80,000**
Replace Unit #415: 2019 Chevy Silverado Pickup	*Capital Equipment*	*PW-719	**52,000**
Replace Aerial Ladder Truck	*Capital Equipment*	*FIRE-560	**1,000,000**
Replace Unit 682 - 2015 International Plow Truck	*Capital Equipment*	*PW-738	**310,000**
Extrication Tools-Rescue 21	*Capital Equipment*	*FIRE-588	**55,000**

Project Name	Department	Project #	Project Cost
2029 Replace 2025 Patrol Vehicle	*Capital Equipment*	*POL-401	**58,500**
City Hall Repair Exterior	*Municipal Buildings*	*20-BLDG-002	**225,000**
Emergency Backup Generator LS #4	*Sewer Utility*	*25-SEW-001	**250,000**
2029 MSA Overlays	*Street Improvements*	*21-STR-022	**251,370**
2029 Neighborhood Overlays	*Street Improvements*	*21-STR-023	**397,562**
Section 17 Unplatted Street Reconstruction	*Street Improvements*	*23-STR-016	**928,266**
Alicia Street Reconstruction	*Street Improvements*	*23-STR-017	**618,844**
Section 07 Unplatted Street Reconstruction	*Street Improvements*	*23-STR-018	**100,252**
Sunfish Square 1st & 2nd Street Reconstruction	*Street Improvements*	*23-STR-020	**661,106**
Menkvelds Country Park/Volting Oak Hill Est Recon	*Street Improvements*	*23-STR-019	**688,275**
		Total for: Priority 3	**6,019,675**
		Total for 2029	**6,904,401**

2030

Priority 1-Existing Obligation (High)

Playground Replacement Program	*Park Improvements*	*22-PARK-001	**100,000**
Annual MSA Pavement Marking Improvements	*Street Improvements*	*22-STR-001	**28,000**
		Total for: Priority 1	**128,000**

Priority 3-Existing Obligation (Med)

Replace Unit 688 2015 Case Loader	*Capital Equipment*	*PW-688	**235,000**
Replace 2026 Patrol Vehicle	*Capital Equipment*	*POL-404	**60,000**
Replace 2026 Ford Utility	*Capital Equipment*	*POL-402	**60,000**
Replace 2026 Chevrolet Tahoe	*Capital Equipment*	*POL-403	**60,000**
Replace Aerial Ladder Truck	*Capital Equipment*	*FIRE-560	**1,000,000**
2030 Ford Explorer Replace 2021 Ford Explorer #313	*Capital Equipment*	*POL-372	**60,000**
New Small Utility Vehicle (Electric?)	*Capital Equipment*	*PW-702	**35,000**
Building Official Vehicle 2030	*Capital Equipment*	*GENGOV-014	**48,000**
Replace 2020 Ford F-250 Standard Cab	*Capital Equipment*	*PW-758	**80,000**
Reconstruction Streets: Nature View	*Street Improvements*	*17-STR-007	**333,270**
2030 MSA Overlays	*Street Improvements*	*21-STR-024	**69,458**
2030 Neighborhood Overlays	*Street Improvements*	*21-STR-025	**900,302**
MSA Alpine Drive Street Recon (TH 47/Roanoke St)	*Street Improvements*	*21-STR-026	**1,172,603**
Section 24 Unplatted Street Reconstruction	*Street Improvements*	*23-STR-022	**268,065**
Woodlawn Estates Street Reconstruction	*Street Improvements*	*23-STR-023	**1,089,165**
River Bluffs 1st & 2nd Street Reconstruction	*Street Improvements*	*23-STR-021	**479,981**

Project Name	Department	Project #	Project Cost
		Total for: Priority 3	**5,950,844**
Priority 4-New Addition (Med)			
Field Lighting - Central or Alpine Park	*Park Improvements*	*17-PARK-006	**200,000**
		Total for: Priority 4	**200,000**
Priority 5-Opportunity/Unfunded/Placeholder			
Acquire outlots A in Rivers Bluff & Reilly Estates	*Site Acquisitions*	*06-ACQ-002	**20,000**
		Total for: Priority 5	**20,000**
		Total for 2030	**6,298,844**

2031

Priority 1-Existing Obligation (High)			
Playground Replacement Program	*Park Improvements*	*22-PARK-001	**100,000**
Annual MSA Pavement Marking Improvements	*Street Improvements*	*22-STR-001	**29,000**
		Total for: Priority 1	**129,000**
Priority 3-Existing Obligation (Med)			
Replace Unit 618 a 2021 Felling Trailer	*Capital Equipment*	*PW-727	**13,000**
Replace unit 624 - 2021 KMI Patching Trailer	*Capital Equipment*	*PW-725	**40,000**
Replace Unit 623 - 2021 H&H Tandem Mow Trailer	*Capital Equipment*	*PW-728	**12,000**
Replace Unit 615 - 2021 Kubota Skid Steer	*Capital Equipment*	*PW-729	**60,000**
Replace 2017 International Plow Truck: Unit # 693	*Capital Equipment*	*PW-706	**310,000**
Ramsey Networking Switches Replacement	*Capital Equipment*	*22-IT-001	**48,000**
Replace Unit 616 - 2021 Bobcat Skidsteer	*Capital Equipment*	*PW-721	**75,000**
Replace Unit 620 - 2021 F350	*Capital Equipment*	*PW-722	**112,000**
2031 Patrol Squad Replace 2027 Patrol Squad	*Capital Equipment*	*POL-407	**62,000**
2031 Patrol Squad Replace 2027 Patrol Squad	*Capital Equipment*	*POL-408	**62,000**
2031 Patrol Squad Replace 2027 Patrol Squad	*Capital Equipment*	*POL-410	**62,000**
2031 Patrol Squad Replace 2027 Patrol Squad	*Capital Equipment*	*POL-409	**62,000**
2031 Admin Squad replace 2022 Admin Squad #315	*Capital Equipment*	*POL-411	**54,000**
Stormwater Drainage Improvements	*Stormwater Utility*	*12-STRM-001	**175,000**
2031 MSA Pavement Overlay Improvements	*Street Improvements*	*22-STR-003	**920,312**
2031 Neighborhood Pavement Overlay Impr	*Street Improvements*	*22-STR-005	**625,779**
Klemish, Klemish & Flores St, Sec. 11 Unplatted	*Street Improvements*	*22-STR-007	**1,101,240**
The North Forty Street Reconstructions	*Street Improvements*	*22-STR-009	**811,440**
MSA - Alpine Drive St Recon (Variolite/Ramsey Blvd	*Street Improvements*	*22-STR-006	**566,016**
Section 15 Unplatted Street Reconstruction	*Street Improvements*	*23-STR-024	**1,137,465**

Project Name	Department	Project #	Project Cost
		Total for: Priority 3	**6,309,252**
		Total for 2031	**6,438,252**

2032

Priority 1-Existing Obligation (High)

Annual MSA Pavement Marking Improvements	*Street Improvements*	*22-STR-001	**38,000**
		Total for: Priority 1	**38,000**

Priority 3-Existing Obligation (Med)

Replace Unit 600 - 2019 Western Star Plow Truck	*Capital Equipment*	*PW-739	**320,000**
Extrication Tools- Rescue 11	*Capital Equipment*	*FIRE-590	**55,000**
2032 Patrol Squad Replace 2028 Patrol Squad	*Capital Equipment*	*POL-414	**64,000**
2032 Patrol Squad Replace 2028 Patrol Squad	*Capital Equipment*	*POL-415	**64,000**
2032 Patrol Squad Replace 2028 Patrol Squad	*Capital Equipment*	*POL-412	**64,000**
2032 Patrol Squad Replace 2028 Patrol Squad	*Capital Equipment*	*POL-413	**64,000**
2032 Police Admin Pickup Replace 2024 Admin Truck	*Capital Equipment*	*POL-416	**65,000**
MSA-Jaspar Street (Sunwood Drive/McKinely Street)	*Street Improvements*	*23-STR-027	**475,454**
Northfork Oaks 2nd Street Reconstruction	*Street Improvements*	*23-STR-031	**391,230**
Echo Ridge Street Reconstruction	*Street Improvements*	*23-STR-029	**173,880**
Northfork Lake Street Reconstruction	*Street Improvements*	*23-STR-030	**449,190**
Northfork Oaks 3rd Street Reconstruction	*Street Improvements*	*23-STR-032	**724,500**
Brookview Estates North Street Reconstruction	*Street Improvements*	*23-STR-033	**617,854**
Gateway Industrial Park (142nd Avenue) Recon.	*Street Improvements*	*24-STR-003	**220,248**
MSA 142nd Ave/Armstrong Blvd/Alpaca Est	*Street Improvements*	*25-STR-001	**831,726**
		Total for: Priority 3	**4,580,082**
		Total for 2032	**4,618,082**

2033

Priority 1-Existing Obligation (High)

Playground Replacement Program	*Park Improvements*	*22-PARK-001	**100,000**
Annual MSA Pavement Marking Improvements	*Street Improvements*	*22-STR-001	**42,000**
		Total for: Priority 1	**142,000**

Priority 3-Existing Obligation (Med)

Replacement truck for Unit 622 -2022 Western Star	*Capital Equipment*	*PW-724	**320,000**
Replace Fire-Administrative Captain Vehicle	*Capital Equipment*	*FIRE-580	**60,000**
Replace Assistant Fire Chief Vehicle (571)	*Capital Equipment*	*FIRE-581	**60,000**

Project Name	Department	Project #	Project Cost
Replace Fire Duty Officer Vehicle (569)	*Capital Equipment*	*FIRE-582	**60,000**
Replace Self Contained Breathing Apparatus	*Capital Equipment*	*FIRE-589	**335,000**
Planning - Rental Housing Inspection Vehicle	*Capital Equipment*	*GENGOV-009	**54,000**
SCBA Trailer (561)	*Capital Equipment*	*FIRE-563	**100,000**
2033 Patrol Squad Replace 2029 Patrol Squad	*Capital Equipment*	*POL-417	**66,000**
2033 Patrol Squad Replace 2029 Patrol Squad	*Capital Equipment*	*POL-418	**66,000**
2033 Patrol Squad Replace 2029 Patrol Squad	*Capital Equipment*	*POL-419	**66,000**
2033 Police Admin SUV Replace 2025 Police SUV	*Capital Equipment*	*POL-421	**56,000**
2033 Patrol Squad Replace 2029 Patrol Squad	*Capital Equipment*	*POL-420	**66,000**
Brookview Estates (South) Street Recon	*Street Improvements*	*24-STR-006	**594,090**
MSA - Waco Street (150th Ave/Alpine Dr)	*Street Improvements*	*24-STR-005	**428,904**
MSA - Uranimite Street (149th Ave/152nd Ln)	*Street Improvements*	*24-STR-004	**376,740**
Regency Pond 1st, 2nd & 3rd Reconstruction	*Street Improvements*	*24-STR-008	**1,467,113**
Hunters Ridge Street Reconstruction	*Street Improvements*	*24-STR-007	**2,419,830**
		Total for: Priority 3	**6,595,677**
Priority 5-Opportunity/Unfunded/Placeholder			
Old Town Hall Restoration	*Municipal Buildings*	*08-BLDG-005	**221,300**
Alpaca Estates Outlot	*Site Acquisitions*	*08-ACQ-002	**35,000**
		Total for: Priority 5	**256,300**
		Total for 2033	**6,993,977**

Project Name	Department	Project #	Project Cost
2034			
Priority 1-Existing Obligation (High)			
Playground Replacement Program	*Park Improvements*	*22-PARK-001	**100,000**
Annual MSA Pavement Marking Improvements	*Street Improvements*	*22-STR-001	**22,000**
		Total for: Priority 1	**122,000**
Priority 3-Existing Obligation (Med)			
Replace Fire Chief Vehicle (573)	*Capital Equipment*	*FIRE-583	**60,000**
2034 Squad Replace 2026 squad car	*Capital Equipment*	*POL-424	**67,000**
2034 Squad Replace 2026 squad car	*Capital Equipment*	*POL-423	**67,000**
Copier Fleet Replacement	*Capital Equipment*	*25-IT-001	**59,000**
Replace 202 Fire Prevention Vehicle	*Capital Equipment*	*FIRE-591	**60,000**
2034 MSA Overlays	*Street Improvements*	*25-STR-002	**1,029,459**
2034 Neighborhood Overlays	*Street Improvements*	*25-STR-003	**125,685**
Anderson Estate & Dellwood Hills & Section 09	*Street Improvements*	*25-STR-004	**652,050**
Rivenwick 1st & 2nd St Reconstruction	*Street Improvements*	*25-STR-005	**959,963**
Riverwood Hills Plat 1 St Reconstruction	*Street Improvements*	*25-STR-006	**898,380**
Section 06 Unplatted St Reconstruction	*Street Improvements*	*25-STR-007	**1,775,025**
Whispering Pines Est Plat 5 St Recon	*Street Improvements*	*25-STR-008	**127,512**
		Total for: Priority 3	**5,881,074**
Priority 5-Opportunity/Unfunded/Placeholder			
Community Center Construction	*Municipal Buildings*	*04-BLDG-002	**20,000,000**
		Total for: Priority 5	**20,000,000**
		Total for 2034	**26,003,074**
		GRAND TOTAL	**109,085,995**

Projects & Funding Sources by Category

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Capital Equipment												
Core Switch Replacement												
General Fund-Property Tax Levy	*17-IT-009*		52,000									**52,000**
Core Switch Replacement Total		**0**	**52,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**52,000**
Engineering Plotter Replacement												
Equipment Revolving Fund	*17-IT-011*		10,000									**10,000**
Engineering Plotter Replacement Total		**0**	**10,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**10,000**
2nd Floor Workroom Copier												
Equipment Revolving Fund	*17-IT-016*	9,000										**9,000**
2nd Floor Workroom Copier Total		**9,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**9,000**
Building Copier												
Equipment Revolving Fund	*17-IT-017*	8,000										**8,000**
Building Copier Total		**8,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**8,000**
PW Workroom Copier												
Equipment Revolving Fund	*17-IT-018*	8,000										**8,000**
PW Workroom Copier Total		**8,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**8,000**
Virtual Server Refresh												
General Fund-Property Tax Levy	*20-IT-001*		33,000									**33,000**
Virtual Server Refresh Total		**0**	**33,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**33,000**
Ramsey Networking Switches Replacement												
General Fund-Property Tax Levy	*22-IT-001*							48,000				**48,000**
Ramsey Networking Switches Replacement Total		**0**	**0**	**0**	**0**	**0**	**0**	**48,000**	**0**	**0**	**0**	**48,000**
Ramsey Rugged Switches												
General Fund-Property Tax Levy	*23-IT-001*				21,000							**21,000**
Ramsey Rugged Switches Total		**0**	**0**	**0**	**21,000**	**0**	**0**	**0**	**0**	**0**	**0**	**21,000**
Copier Fleet Replacement												
General Fund-Property Tax Levy	*25-IT-001*										59,000	**59,000**

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Copier Fleet Replacement Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**59,000**	**59,000**
Replace Siren												
General Fund-Property Tax Levy	*CIVIL-1R*	17,500										**17,500**
Replace Siren Total		**17,500**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**17,500**
Emergency Siren Circuit Board												
General Fund-Property Tax Levy	*CIVIL-2N*	17,000										**17,000**
Emergency Siren Circuit Board Total		**17,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**17,000**
Replace 3R Siren												
General Fund-Property Tax Levy	*CIVIL-3R*		30,000									**30,000**
Replace 3R Siren Total		**0**	**30,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**30,000**
Replace 5R Siren												
General Fund-Property Tax Levy	*CIVIL-5R*			30,000								**30,000**
Replace 5R Siren Total		**0**	**0**	**30,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**30,000**
Replace 7R Siren												
General Fund-Property Tax Levy	*CIVIL-7R*				30,000							**30,000**
Replace 7R Siren Total		**0**	**0**	**0**	**30,000**	**0**	**0**	**0**	**0**	**0**	**0**	**30,000**
Replace 9R Siren												
General Fund-Property Tax Levy	*CIVIL-9R*					30,000						**30,000**
Replace 9R Siren Total		**0**	**0**	**0**	**0**	**30,000**	**0**	**0**	**0**	**0**	**0**	**30,000**
Replace Engine #21 (565)												
Discount	*FIRE-502*		35,000									**35,000**
General Fund-Property Tax Levy	*FIRE-502*		265,000	465,000								**730,000**
Inter-Fund Loans	*FIRE-502*	300,000										**300,000**
Trade In/Resale Value	*FIRE-502*			135,000								**135,000**
Replace Engine #21 (565) Total		**300,000**	**300,000**	**600,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,200,000**
Replace Grass 11 (562)												
General Fund-Property Tax Levy	*FIRE-505*		45,000									**45,000**
Trade In/Resale Value	*FIRE-505*		5,000									**5,000**
Replace Grass 11 (562) Total		**0**	**50,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**50,000**
Replace Aerial Ladder Truck												
General Fund-Property Tax Levy	*FIRE-560*				1,000,000	1,000,000	1,000,000					**3,000,000**
Replace Aerial Ladder Truck Total		**0**	**0**	**0**	**1,000,000**	**1,000,000**	**1,000,000**	**0**	**0**	**0**	**0**	**3,000,000**
Replace, Boat, Motor, Trailer Rescue												
General Fund-Property Tax Levy	*FIRE-561*			10,000								**10,000**

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Replace, Boat, Motor, Trailer Rescue Total		**0**	**0**	**10,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**10,000**
SCBA Trailer (561)												
General Fund-Property Tax Levy	*FIRE-563*									100,000		**100,000**
SCBA Trailer (561) Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**100,000**	**0**	**100,000**
Replace Assistant Fire Chief Vehicle #571												
General Fund-Property Tax Levy	*FIRE-566A*		45,000									**45,000**
Trade In/Resale Value	*FIRE-566A*		5,000									**5,000**
Replace Assistant Fire Chief Vehicle #571 Total		**0**	**50,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**50,000**
Replace Fire Chief Vehicle (573)												
General Fund-Property Tax Levy	*FIRE-569A*			50,000								**50,000**
Replace Fire Chief Vehicle (573) Total		**0**	**0**	**50,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**50,000**
Replace Fire Duty Officer Vehicle (569)												
General Fund-Property Tax Levy	*FIRE-570A*		45,000									**45,000**
Trade In/Resale Value	*FIRE-570A*		5,000									**5,000**
Replace Fire Duty Officer Vehicle (569) Total		**0**	**50,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**50,000**
Replace Fire-Administrative Captain Vehicle (333)												
General Fund-Property Tax Levy	*FIRE-579*		45,000									**45,000**
Trade In/Resale Value	*FIRE-579*		5,000									**5,000**
Replace Fire-Administrative Captain Vehicle (333) Total		**0**	**50,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**50,000**
Replace Fire-Administrative Captain Vehicle												
General Fund-Property Tax Levy	*FIRE-580*									60,000		**60,000**
Replace Fire-Administrative Captain Vehicle Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**60,000**
Replace Assistant Fire Chief Vehicle (571)												
General Fund-Property Tax Levy	*FIRE-581*									60,000		**60,000**
Replace Assistant Fire Chief Vehicle (571) Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**60,000**
Replace Fire Duty Officer Vehicle (569)												
General Fund-Property Tax Levy	*FIRE-582*									60,000		**60,000**
Replace Fire Duty Officer Vehicle (569) Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**60,000**
Replace Fire Chief Vehicle (573)												
General Fund-Property Tax Levy	*FIRE-583*										60,000	**60,000**
Replace Fire Chief Vehicle (573) Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**60,000**	**60,000**
Replace Mobile Computers												

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	*FIRE-585*		40,000									**40,000**
Replace Mobile Computers Total		**0**	**40,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**40,000**
Replace Thermal Image Camera												
General Fund-Property Tax Levy	*FIRE-586*		45,000									**45,000**
Replace Thermal Image Camera Total		**0**	**45,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**45,000**
Replacement Fire Prevention Vehicle (572)												
General Fund-Property Tax Levy	*FIRE-587*			50,000								**50,000**
Replacement Fire Prevention Vehicle (572) Total		**0**	**0**	**50,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**50,000**
Extrication Tools-Rescue 21												
General Fund-Property Tax Levy	*FIRE-588*					55,000						**55,000**
Extrication Tools-Rescue 21 Total		**0**	**0**	**0**	**0**	**55,000**	**0**	**0**	**0**	**0**	**0**	**55,000**
Replace Self Contained Breathing Apparatus												
General Fund-Property Tax Levy	*FIRE-589*									335,000		**335,000**
Replace Self Contained Breathing Apparatus Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**335,000**	**0**	**335,000**
Extrication Tools- Rescue 11												
General Fund-Property Tax Levy	*FIRE-590*								55,000			**55,000**
Extrication Tools- Rescue 11 Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**55,000**	**0**	**0**	**55,000**
Replace 202 Fire Prevention Vehicle												
General Fund-Property Tax Levy	*FIRE-591*										60,000	**60,000**
Replace 202 Fire Prevention Vehicle Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**60,000**	**60,000**
Building Inspection Vehicle (414)												
General Fund-Property Tax Levy	*GENGOV-006*					40,000						**40,000**
Building Inspection Vehicle (414) Total		**0**	**0**	**0**	**0**	**40,000**	**0**	**0**	**0**	**0**	**0**	**40,000**
Building Inspection Vehicle (413)												
General Fund-Property Tax Levy	*GENGOV-007*					40,000						**40,000**
Building Inspection Vehicle (413) Total		**0**	**0**	**0**	**0**	**40,000**	**0**	**0**	**0**	**0**	**0**	**40,000**
Planning - New Rental Housing Inspection Vehicle												
General Fund-Property Tax Levy	*GENGOV-008*		40,000									**40,000**
Planning - New Rental Housing Inspection Vehicle Total		**0**	**40,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**40,000**
Planning - Rental Housing Inspection Vehicle												
General Fund-Property Tax Levy	*GENGOV-009*									54,000		**54,000**
Planning - Rental Housing Inspection Vehicle Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**54,000**	**0**	**54,000**
Planning Vehicle 2028 Chev Equinox												
General Fund-Property Tax Levy	*GENGOV-013*				44,000							**44,000**

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Planning Vehicle 2028 Chev Equinox Total		**0**	**0**	**0**	**44,000**	**0**	**0**	**0**	**0**	**0**	**0**	**44,000**
Building Official Vehicle 2030												
General Fund-Property Tax Levy	*GENGOV-014*						48,000					**48,000**
Building Official Vehicle 2030 Total		**0**	**0**	**0**	**0**	**0**	**48,000**	**0**	**0**	**0**	**0**	**48,000**
2030 Ford Explorer Replace 2021 Ford Explorer #313												
General Fund-Property Tax Levy	*POL-372*						60,000					**60,000**
2030 Ford Explorer Replace 2021 Ford Explorer #313 Total		**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**0**	**0**	**0**	**60,000**
2026 Replace 2016 Chev Impala #366												
General Fund-Property Tax Levy	*POL-382*	48,000										**48,000**
2026 Replace 2016 Chev Impala #366 Total		**48,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**48,000**
Replace 2017 Ford Taurus #377												
General Fund-Property Tax Levy	*POL-385*			52,000								**52,000**
Replace 2017 Ford Taurus #377 Total		**0**	**0**	**52,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**52,000**
2026 Ford Explorer Replace 2021 Dodge Charger #311												
General Fund-Property Tax Levy	*POL-390*		53,500									**53,500**
2026 Ford Explorer Replace 2021 Dodge Charger #311 Total		**0**	**53,500**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**53,500**
2026 Ford Explorer replace 2021 Ford Explorer #312												
General Fund-Property Tax Levy	*POL-391*		53,500									**53,500**
2026 Ford Explorer replace 2021 Ford Explorer #312 Total		**0**	**53,500**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**53,500**
2027 Chev Tahoe Replace 2023 Chev Tahoe #392												
General Fund-Property Tax Levy	*POL-393*			55,100								**55,100**
2027 Chev Tahoe Replace 2023 Chev Tahoe #392 Total		**0**	**0**	**55,100**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**55,100**
2027 Chev Tahoe Replace 2023 Chev Tahoe #323												
General Fund-Property Tax Levy	*POL-394*			55,100								**55,100**
2027 Chev Tahoe Replace 2023 Chev Tahoe #323 Total		**0**	**0**	**55,100**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**55,100**
2027 Ford Util SUV Replace 2023 Dodge Charger #330												
General Fund-Property Tax Levy	*POL-395*			55,100								**55,100**
2027 Ford Util SUV Replace 2023 Dodge Charger #330 Total		**0**	**0**	**55,100**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**55,100**
2025 Acadia Replaces 2016 Acadia #367												
Equipment Revolving Fund	*POL-396*		18,000									**18,000**
Fleet Vehicles	*POL-396*		30,000									**30,000**
2025 Acadia Replaces 2016 Acadia #367 Total		**0**	**48,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**48,000**
2028 Chevy Tahoe Replace 2024 Chevy Tahoe												
General Fund-Property Tax Levy	*POL-398*				56,750							**56,750**

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
2028 Chevy Tahoe Replace 2024 Chevy Tahoe Total		**0**	**0**	**0**	**56,750**	**0**	**0**	**0**	**0**	**0**	**0**	**56,750**
2028 Ford Utility Replace 2024 Ford Utility												
General Fund-Property Tax Levy	*POL-399*				56,750							**56,750**
2028 Ford Utility Replace 2024 Ford Utility Total		**0**	**0**	**0**	**56,750**	**0**	**0**	**0**	**0**	**0**	**0**	**56,750**
2029 Ford Explorer Replace 2025 Ford Explorer												
General Fund-Property Tax Levy	*POL-400*					58,500						**58,500**
2029 Ford Explorer Replace 2025 Ford Explorer Total		**0**	**0**	**0**	**0**	**58,500**	**0**	**0**	**0**	**0**	**0**	**58,500**
2029 Replace 2025 Patrol Vehicle												
General Fund-Property Tax Levy	*POL-401*					58,500						**58,500**
2029 Replace 2025 Patrol Vehicle Total		**0**	**0**	**0**	**0**	**58,500**	**0**	**0**	**0**	**0**	**0**	**58,500**
Replace 2026 Ford Utility												
General Fund-Property Tax Levy	*POL-402*						60,000					**60,000**
Replace 2026 Ford Utility Total		**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**0**	**0**	**0**	**60,000**
Replace 2026 Chevrolet Tahoe												
General Fund-Property Tax Levy	*POL-403*						60,000					**60,000**
Replace 2026 Chevrolet Tahoe Total		**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**0**	**0**	**0**	**60,000**
Replace 2026 Patrol Vehicle												
General Fund-Property Tax Levy	*POL-404*						60,000					**60,000**
Replace 2026 Patrol Vehicle Total		**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**0**	**0**	**0**	**60,000**
2031 Patrol Squad Replace 2027 Patrol Squad												
General Fund-Property Tax Levy	*POL-407*							62,000				**62,000**
General Fund-Property Tax Levy	*POL-408*							62,000				**62,000**
General Fund-Property Tax Levy	*POL-409*							62,000				**62,000**
General Fund-Property Tax Levy	*POL-410*							62,000				**62,000**
2031 Patrol Squad Replace 2027 Patrol Squad Total		**0**	**0**	**0**	**0**	**0**	**0**	**248,000**	**0**	**0**	**0**	**248,000**
2031 Admin Squad replace 2022 Admin Squad #315												
General Fund-Property Tax Levy	*POL-411*							54,000				**54,000**
2031 Admin Squad replace 2022 Admin Squad #315 Total		**0**	**0**	**0**	**0**	**0**	**0**	**54,000**	**0**	**0**	**0**	**54,000**
2032 Patrol Squad Replace 2028 Patrol Squad												
General Fund-Property Tax Levy	*POL-412*								64,000			**64,000**
General Fund-Property Tax Levy	*POL-413*								64,000			**64,000**
General Fund-Property Tax Levy	*POL-414*								64,000			**64,000**
General Fund-Property Tax Levy	*POL-415*								64,000			**64,000**

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
2032 Patrol Squad Replace 2028 Patrol Squad Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**256,000**	**0**	**0**	**256,000**
2032 Police Admin Pickup Replace 2024 Admin Truck												
General Fund-Property Tax Levy	*POL-416*								65,000			**65,000**
2032 Police Admin Pickup Replace 2024 Admin Truck Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**65,000**	**0**	**0**	**65,000**
2033 Patrol Squad Replace 2029 Patrol Squad												
General Fund-Property Tax Levy	*POL-417*									66,000		**66,000**
General Fund-Property Tax Levy	*POL-418*									66,000		**66,000**
General Fund-Property Tax Levy	*POL-419*									66,000		**66,000**
General Fund-Property Tax Levy	*POL-420*									66,000		**66,000**
2033 Patrol Squad Replace 2029 Patrol Squad Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**264,000**	**0**	**264,000**
2033 Police Admin SUV Replace 2025 Police SUV												
General Fund-Property Tax Levy	*POL-421*									56,000		**56,000**
2033 Police Admin SUV Replace 2025 Police SUV Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**56,000**	**0**	**56,000**
2027 Ford Explorer Replace 2021 Ford Explorer												
General Fund-Property Tax Levy	*POL-422*			52,000								**52,000**
2027 Ford Explorer Replace 2021 Ford Explorer Total		**0**	**0**	**52,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**52,000**
2034 Squad Replace 2026 squad car												
General Fund-Property Tax Levy	*POL-423*										67,000	**67,000**
General Fund-Property Tax Levy	*POL-424*										67,000	**67,000**
2034 Squad Replace 2026 squad car Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**134,000**	**134,000**
Unmanned Aerial Vehicle												
General Fund-Property Tax Levy	*POL-425*		18,000									**18,000**
Unmanned Aerial Vehicle Total		**0**	**18,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**18,000**
Panasonic Audio/Video for Interview Room												
General Fund-Property Tax Levy	*POL-427*	15,000										**15,000**
Panasonic Audio/Video for Interview Room Total		**15,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**15,000**
Replace 2004 Pull Behind PTO Mower												
General Fund-Property Tax Levy	*PW-004*	27,000										**27,000**
Trade In/Resale Value	*PW-004*	1,000										**1,000**
Replace 2004 Pull Behind PTO Mower Total		**28,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**28,000**
Replace 2004 Snow Thrower												
General Fund-Property Tax Levy	*PW-005*		250,000									**250,000**
Replace 2004 Snow Thrower Total		**0**	**250,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**250,000**
Replace 2004 Mobile Generator												

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Sewer Utility Fund	*PW-006*			164,000								**164,000**
Replace 2004 Mobile Generator Total		**0**	**0**	**164,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**164,000**
Replace 2019 Brush Chipper - Unit #605												
General Fund-Property Tax Levy	*PW-605*				52,000							**52,000**
Replace 2019 Brush Chipper - Unit #605 Total		**0**	**0**	**0**	**52,000**	**0**	**0**	**0**	**0**	**0**	**0**	**52,000**
Replace Paver, Trailer, Roller												
General Fund-Property Tax Levy	*PW-660*			140,000								**140,000**
Replace Paver, Trailer, Roller Total		**0**	**0**	**140,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**140,000**
Replace 2007 Chevy Pickup: Unit #665												
General Fund-Property Tax Levy	*PW-665*		75,000									**75,000**
Replace 2007 Chevy Pickup: Unit #665 Total		**0**	**75,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**75,000**
Replace 2007 International Water Truck: Unit #669												
General Fund-Property Tax Levy	*PW-669*		84,000									**84,000**
Sewer Utility Fund	*PW-669*		84,000									**84,000**
Storm Water Utility Fund	*PW-669*		84,000									**84,000**
Water Utility Fund	*PW-669*		84,000									**84,000**
Replace 2007 International Water Truck: Unit #669 Total		**0**	**336,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**336,000**
Replace 2009 Jetter/Vac Truck - Unit #673												
Sewer Utility Fund	*PW-673*		650,000									**650,000**
Storm Water Utility Fund	*PW-673*		200,000									**200,000**
Replace 2009 Jetter/Vac Truck - Unit #673 Total		**0**	**850,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**850,000**
Replace Unit 678 2013-1ton Truck w/ Plow Equipment												
General Fund-Property Tax Levy	*PW-678A*		103,000									**103,000**
Trade In/Resale Value	*PW-678A*		6,000									**6,000**
Replace Unit 678 2013-1ton Truck w/ Plow Equipment Total		**0**	**109,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**109,000**
Replace Unit 679 Area Mower (2020 Replaced)												
General Fund-Property Tax Levy	*PW-679A*			111,000								**111,000**
Replace Unit 679 Area Mower (2020 Replaced) Total		**0**	**0**	**111,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**111,000**
Replace 2014-1Ton Truck w/ Plow Equipt: Unit #680												
General Fund-Property Tax Levy	*PW-680*		109,000									**109,000**
Replace 2014-1Ton Truck w/ Plow Equipt: Unit #680 Total		**0**	**109,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**109,000**
Replace Unit #686 - 2015 Kubota Tractor												
General Fund-Property Tax Levy	*PW-686*		129,000									**129,000**
Replace Unit #686 - 2015 Kubota Tractor Total		**0**	**129,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**129,000**

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Replace Unit #687 2015 Toolcat												
General Fund-Property Tax Levy	*PW-687*		60,000									**60,000**
Replace Unit #687 2015 Toolcat Total		**0**	**60,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**60,000**
Replace Unit 688 2015 Case Loader												
General Fund-Property Tax Levy	*PW-688*						235,000					**235,000**
Replace Unit 688 2015 Case Loader Total		**0**	**0**	**0**	**0**	**0**	**235,000**	**0**	**0**	**0**	**0**	**235,000**
Replace 2015 Kubota UTV Unit #689												
Equipment Revolving Fund	*PW-689*	25,000										**25,000**
Trade In/Resale Value	*PW-689*	7,000										**7,000**
Replace 2015 Kubota UTV Unit #689 Total		**32,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**32,000**
Replace 2015 Kubota Mower												
General Fund-Property Tax Levy	*PW-690*	17,500										**17,500**
Trade In/Resale Value	*PW-690*	2,500										**2,500**
Replace 2015 Kubota Mower Total		**20,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**20,000**
Replace 2016 Street Sweeper - Unit #691												
Storm Water Utility Fund	*PW-691A*	310,000										**310,000**
Trade In/Resale Value	*PW-691A*	20,000										**20,000**
Replace 2016 Street Sweeper - Unit #691 Total		**330,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**330,000**
Replace 2016- 1-ton truck Unit #692												
General Fund-Property Tax Levy	*PW-692A*		109,000									**109,000**
Replace 2016- 1-ton truck Unit #692 Total		**0**	**109,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**109,000**
Replace 2018 Street Sweeper - Unit #694												
Storm Water Utility Fund	*PW-694A*			330,000								**330,000**
Replace 2018 Street Sweeper - Unit #694 Total		**0**	**0**	**330,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**330,000**
Replace 2017 UTV - Unit #695												
General Fund-Property Tax Levy	*PW-695*			29,000								**29,000**
Replace 2017 UTV - Unit #695 Total		**0**	**0**	**29,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**29,000**
Replace 2017 UTV - Unit #696												
General Fund-Property Tax Levy	*PW-696*			29,000								**29,000**
Replace 2017 UTV - Unit #696 Total		**0**	**0**	**29,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**29,000**
New Small Utility Vehicle (Electric?)												
General Fund-Property Tax Levy	*PW-702*						35,000					**35,000**
New Small Utility Vehicle (Electric?) Total		**0**	**0**	**0**	**0**	**0**	**35,000**	**0**	**0**	**0**	**0**	**35,000**
New 1-Ton Pickup With Box & Plow Equipment												

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	*PW-703*				112,000							**112,000**
New 1-Ton Pickup With Box & Plow Equipment Total		**0**	**0**	**0**	**112,000**	**0**	**0**	**0**	**0**	**0**	**0**	**112,000**
Replace 2018 Ford F-250 Extended Cab: Unit #601												
General Fund-Property Tax Levy	*PW-705*				75,000							**75,000**
Replace 2018 Ford F-250 Extended Cab: Unit #601 Total		**0**	**0**	**0**	**75,000**	**0**	**0**	**0**	**0**	**0**	**0**	**75,000**
Replace 2017 International Plow Truck: Unit # 693												
General Fund-Property Tax Levy	*PW-706*							310,000				**310,000**
Replace 2017 International Plow Truck: Unit # 693 Total		**0**	**0**	**0**	**0**	**0**	**0**	**310,000**	**0**	**0**	**0**	**310,000**
Replace 2018 Ford F350 With Box: Unit #697												
Sewer Utility Fund	*PW-707*				39,000							**39,000**
Water Utility Fund	*PW-707*				39,000							**39,000**
Replace 2018 Ford F350 With Box: Unit #697 Total		**0**	**0**	**0**	**78,000**	**0**	**0**	**0**	**0**	**0**	**0**	**78,000**
Replace 2018 Ford F250 Pickup: Unit #698												
General Fund-Property Tax Levy	*PW-708*				75,000							**75,000**
Replace 2018 Ford F250 Pickup: Unit #698 Total		**0**	**0**	**0**	**75,000**	**0**	**0**	**0**	**0**	**0**	**0**	**75,000**
Replace 2018 Ford F350 -Dump & Plow: Unit #699												
General Fund-Property Tax Levy	*PW-709*				112,000							**112,000**
Replace 2018 Ford F350 -Dump & Plow: Unit #699 Total		**0**	**0**	**0**	**112,000**	**0**	**0**	**0**	**0**	**0**	**0**	**112,000**
Replace Unit #611 2019 Chev Pickup												
General Fund-Property Tax Levy	*PW-716*					65,000						**65,000**
Replace Unit #611 2019 Chev Pickup Total		**0**	**0**	**0**	**0**	**65,000**	**0**	**0**	**0**	**0**	**0**	**65,000**
Replace Unit #602: 2019 Utility Tractor												
General Fund-Property Tax Levy	*PW-717*					190,000						**190,000**
Replace Unit #602: 2019 Utility Tractor Total		**0**	**0**	**0**	**0**	**190,000**	**0**	**0**	**0**	**0**	**0**	**190,000**
Replace Unit #604: 2019 Backhoe												
General Fund-Property Tax Levy	*PW-718*					46,000						**46,000**
Sewer Utility Fund	*PW-718*					17,000						**17,000**
Water Utility Fund	*PW-718*					17,000						**17,000**
Replace Unit #604: 2019 Backhoe Total		**0**	**0**	**0**	**0**	**80,000**	**0**	**0**	**0**	**0**	**0**	**80,000**
Replace Unit #415: 2019 Chevy Silverado Pickup												
General Fund-Property Tax Levy	*PW-719*					52,000						**52,000**
Replace Unit #415: 2019 Chevy Silverado Pickup Total		**0**	**0**	**0**	**0**	**52,000**	**0**	**0**	**0**	**0**	**0**	**52,000**
Replace Unit 616 - 2021 Bobcat Skidsteer												

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	*PW-721*							75,000				**75,000**
Replace Unit 616 - 2021 Bobcat Skidsteer Total		**0**	**0**	**0**	**0**	**0**	**0**	**75,000**	**0**	**0**	**0**	**75,000**
Replace Unit 620 - 2021 F350												
General Fund-Property Tax Levy	*PW-722*							112,000				**112,000**
Replace Unit 620 - 2021 F350 Total		**0**	**0**	**0**	**0**	**0**	**0**	**112,000**	**0**	**0**	**0**	**112,000**
Replacement truck for Unit 622 -2022 Western Star												
General Fund-Property Tax Levy	*PW-724*									320,000		**320,000**
Replacement truck for Unit 622 -2022 Western Star Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**320,000**	**0**	**320,000**
Replace unit 624 - 2021 KMI Patching Trailer												
General Fund-Property Tax Levy	*PW-725*							40,000				**40,000**
Replace unit 624 - 2021 KMI Patching Trailer Total		**0**	**0**	**0**	**0**	**0**	**0**	**40,000**	**0**	**0**	**0**	**40,000**
Replace Unit 679 - 2013 Toro Wide Area Mower												
General Fund-Property Tax Levy	*PW-726*				120,000							**120,000**
Replace Unit 679 - 2013 Toro Wide Area Mower Total		**0**	**0**	**0**	**120,000**	**0**	**0**	**0**	**0**	**0**	**0**	**120,000**
Replace Unit 618 a 2021 Felling Trailer												
General Fund-Property Tax Levy	*PW-727*							13,000				**13,000**
Replace Unit 618 a 2021 Felling Trailer Total		**0**	**0**	**0**	**0**	**0**	**0**	**13,000**	**0**	**0**	**0**	**13,000**
Replace Unit 623 - 2021 H&H Tandem Mow Trailer												
General Fund-Property Tax Levy	*PW-728*							12,000				**12,000**
Replace Unit 623 - 2021 H&H Tandem Mow Trailer Total		**0**	**0**	**0**	**0**	**0**	**0**	**12,000**	**0**	**0**	**0**	**12,000**
Replace Unit 615 - 2021 Kubota Skid Steer												
General Fund-Property Tax Levy	*PW-729*							60,000				**60,000**
Replace Unit 615 - 2021 Kubota Skid Steer Total		**0**	**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**0**	**0**	**60,000**
Second Fuel Island at Public Works												
General Fund-Property Tax Levy	*PW-736*			300,000								**300,000**
Second Fuel Island at Public Works Total		**0**	**0**	**300,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**300,000**
Replace Unit 672 - 2009 Sterling Single Axle Plow												
General Fund-Property Tax Levy	*PW-737*		295,000									**295,000**
Trade In/Resale Value	*PW-737*		15,000									**15,000**
Replace Unit 672 - 2009 Sterling Single Axle Plow Total		**0**	**310,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**310,000**
Replace Unit 682 - 2015 International Plow Truck												
General Fund-Property Tax Levy	*PW-738*					310,000						**310,000**
Replace Unit 682 - 2015 International Plow Truck Total		**0**	**0**	**0**	**0**	**310,000**	**0**	**0**	**0**	**0**	**0**	**310,000**
Replace Unit 600 - 2019 Western Star Plow Truck												

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	*PW-739*								320,000			**320,000**
Replace Unit 600 - 2019 Western Star Plow Truck Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**320,000**	**0**	**0**	**320,000**
New F350 4X4 with Utility Box an Boss V-Plow												
General Fund-Property Tax Levy	*PW-740*			150,000								**150,000**
New F350 4X4 with Utility Box an Boss V-Plow Total		**0**	**0**	**150,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**150,000**
New 2-Post Rotary Lift												
General Fund-Property Tax Levy	*PW-741*			35,000								**35,000**
New 2-Post Rotary Lift Total		**0**	**0**	**35,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**35,000**
Replace 2020 Ford F-250 Standard Cab												
General Fund-Property Tax Levy	*PW-758*						80,000					**80,000**
Replace 2020 Ford F-250 Standard Cab Total		**0**	**0**	**0**	**0**	**0**	**80,000**	**0**	**0**	**0**	**0**	**80,000**
Replace 2007 Tandem Axle Plow Truck #662												
General Fund-Property Tax Levy	*PW-759*			340,000								**340,000**
Replace 2007 Tandem Axle Plow Truck #662 Total		**0**	**0**	**340,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**340,000**
Central Park Cameras												
Park Improvement Trust Fund	*PW-760*	30,000										**30,000**
Central Park Cameras Total		**30,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**30,000**
Utilities Work Truck/Snow Plow												
Sewer Utility Fund	*PW-761*	33,350										**33,350**
Water Utility Fund	*PW-761*	33,325										**33,325**
Utilities Work Truck/Snow Plow Total		**66,675**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**66,675**
Brush Bandit/19XPC Wood Chipper												
General Fund-Property Tax Levy	*PW-762*	85,000										**85,000**
Brush Bandit/19XPC Wood Chipper Total		**85,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**85,000**
Capital Equipment Total		**1,014,175**	**3,260,000**	**2,637,300**	**1,832,500**	**1,979,000**	**1,638,000**	**972,000**	**696,000**	**1,309,000**	**313,000**	**15,650,975**

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Municipal Building												
Community Center Construction												
To Be Determined	*04-BLDG-002*										20,000,000	**20,000,000**
Community Center Construction Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**20,000,000**	**20,000,000**
Old Town Hall Restoration												
To Be Determined	*08-BLDG-005*									221,300		**221,300**
Old Town Hall Restoration Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**221,300**	**0**	**221,300**
City Hall Repair Exterior												
Capital Maintenance Fund	*20-BLDG-002*					225,000						**225,000**
City Hall Repair Exterior Total		**0**	**0**	**0**	**0**	**225,000**	**0**	**0**	**0**	**0**	**0**	**225,000**
Replace City Hall Caulking/Grout												
Capital Maintenance Fund	*20-BLDG-006*	20,000										**20,000**
Replace City Hall Caulking/Grout Total		**20,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**20,000**
PD Garage Floor Polymer System												
Capital Maintenance Fund	*25-BLDG-001*		38,100									**38,100**
PD Garage Floor Polymer System Total		**0**	**38,100**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**38,100**
Municipal Building Total		**20,000**	**38,100**	**0**	**0**	**225,000**	**0**	**0**	**0**	**221,300**	**20,000,000**	**20,504,400**
Park Improvement												
Elmcrest Park & The Draw Entrance Monument & Sign												
Park Improvement Trust Fund	*04-PARK-003*	80,000										**80,000**
Elmcrest Park & The Draw Entrance Monument & Sign Total		**80,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**80,000**
Acquire outlots A in Rivers Bluff & Reilly Estates												
Park Improvement Trust Fund	*06-ACQ-002*						20,000					**20,000**
Acquire outlots A in Rivers Bluff & Reilly Estates Total		**0**	**0**	**0**	**0**	**0**	**20,000**	**0**	**0**	**0**	**0**	**20,000**
Observation deck on the Mississippi E of Dolomite												
Park Improvement Trust Fund	*06-PARK-015*				100,000							**100,000**
Observation deck on the Mississippi E of Dolomite Total		**0**	**0**	**0**	**100,000**	**0**	**0**	**0**	**0**	**0**	**0**	**100,000**
Trail Connections												
Park Improvement Trust Fund	*06-PARK-019*	80,000	30,000									**110,000**
Trail Connections Total		**80,000**	**30,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**110,000**
Alpaca Estates Outlot												
Park Improvement Trust Fund	*08-ACQ-002*									35,000		**35,000**

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Alpaca Estates Outlot Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**35,000**	**0**	**35,000**
Park Development in The COR												
Park Improvement Trust Fund	*08-PARK-005*	3,000,000										**3,000,000**
Park Development in The COR Total		**3,000,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**3,000,000**
Field Lighting - Central or Alpine Park												
Grants/Outside Sources	*17-PARK-006*						50,000					**50,000**
Lawful Gambling Fund	*17-PARK-006*						150,000					**150,000**
Field Lighting - Central or Alpine Park Total		**0**	**0**	**0**	**0**	**0**	**200,000**	**0**	**0**	**0**	**0**	**200,000**
Northfork North Trail Connection												
Park Improvement Trust Fund	*17-PARK-007*	150,000										**150,000**
Northfork North Trail Connection Total		**150,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**150,000**
Amphitheater Lighting												
Park Improvement Trust Fund	*18-PARK-003*	40,000										**40,000**
Amphitheater Lighting Total		**40,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**40,000**
Aeration for Sunfish Lake & The Draw												
Park Improvement Trust Fund	*18-PARK-005*		40,000									**40,000**
Aeration for Sunfish Lake & The Draw Total		**0**	**40,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**40,000**
River's Bend South Shelter Replacement												
Park Improvement Trust Fund	*21-PARK-001*	100,000										**100,000**
River's Bend South Shelter Replacement Total		**100,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**100,000**
Playground Replacement Program												
Lawful Gambling Fund	*22-PARK-001*	100,000	100,000	100,000	100,000	100,000	100,000	100,000		100,000	100,000	**900,000**
Playground Replacement Program Total		**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**0**	**100,000**	**100,000**	**900,000**
Park Building(s) Stabilization												
Park Improvement Trust Fund	*24-PARK-001*	95,000										**95,000**
Park Building(s) Stabilization Total		**95,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**95,000**
Alpine & Armstrong Roundabout Landscaping												
Public Improvement Revolving Fund	*25-PARK-001*			40,000								**40,000**
Alpine & Armstrong Roundabout Landscaping Total		**0**	**0**	**40,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**40,000**
Outdoor Hockey Rinks												
Park Improvement Trust Fund	*25-PARK-002*		400,000									**400,000**
Outdoor Hockey Rinks Total		**0**	**400,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**400,000**

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Re-roof Park Shelters/Warming House												
Park Improvement Trust Fund	*25-PARK-003*	75,000										**75,000**
Re-roof Park Shelters/Warming House Total		**75,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**75,000**
Park Improvement Total		**3,720,000**	**570,000**	**140,000**	**200,000**	**100,000**	**320,000**	**100,000**	**0**	**135,000**	**100,000**	**5,385,000**

Sewer Utility Improvement

Lift Station #1 Rehab and Generator												
Sewer Utility Fund	*24-SEW-002*	65,000										**65,000**
Lift Station #1 Rehab and Generator Total		**65,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**65,000**
Emergency Backup Generator LS #4												
Sewer Utility Fund	*25-SEW-001*					250,000						**250,000**
Emergency Backup Generator LS #4 Total		**0**	**0**	**0**	**0**	**250,000**	**0**	**0**	**0**	**0**	**0**	**250,000**
Emergency Backup Generator LS #7												
Sewer Utility Fund	*25-SEW-002*				225,000							**225,000**
Emergency Backup Generator LS #7 Total		**0**	**0**	**0**	**225,000**	**0**	**0**	**0**	**0**	**0**	**0**	**225,000**
Sewer Utility Improvement Total		**65,000**	**0**	**0**	**225,000**	**250,000**	**0**	**0**	**0**	**0**	**0**	**540,000**

Storm Water Utility Improvement

Stormwater Drainage Improvements												
Storm Water Utility Fund	*12-STRM-001*			350,000				175,000				**525,000**
Stormwater Drainage Improvements Total		**0**	**0**	**350,000**	**0**	**0**	**0**	**175,000**	**0**	**0**	**0**	**525,000**
Storm Water Utility Improvement Total		**0**	**0**	**350,000**	**0**	**0**	**0**	**175,000**	**0**	**0**	**0**	**525,000**

Street Improvement

Sunwood Drive Roundabout Landscaping												
Public Improvement Revolving Fund	*15-STR-003*	30,000										**30,000**
Sunwood Drive Roundabout Landscaping Total		**30,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**30,000**
HWY 10 and BNSF RR Grade Separation at Ramsey Blvd												
MSA	*16-STR-002*	375,000										**375,000**
Public Improvement Revolving Fund	*16-STR-002*	375,000										**375,000**
HWY 10 and BNSF RR Grade Separation at Ramsey Blvd Total		**750,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**750,000**
HWY 10 & BNSF RR Grade Separation at Sunfish Lk Bl												

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	*16-STR-003*	375,000										**375,000**
Public Improvement Revolving Fund	*16-STR-003*	375,000										**375,000**
HWY 10 & BNSF RR Grade Separation at Sunfish Lk Bl Total		**750,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**750,000**
Reconstruction Streets: Nature View												
Pavement Management Fund	*17-STR-007*						289,800					**289,800**
Storm Water Utility Fund	*17-STR-007*						43,470					**43,470**
Reconstruction Streets: Nature View Total		**0**	**0**	**0**	**0**	**0**	**333,270**	**0**	**0**	**0**	**0**	**333,270**
Reconstruction Streets: Sortebergs 6th												
Pavement Management Fund	*17-STR-007A*			766,320								**766,320**
Storm Water Utility Fund	*17-STR-007A*			114,948								**114,948**
Reconstruction Streets: Sortebergs 6th Total		**0**	**0**	**881,268**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**881,268**
Reconstruct Streets: Fox Ridge Estates 1st & 2nd												
Pavement Management Fund	*17-STR-008*	2,630,040										**2,630,040**
Storm Water Utility Fund	*17-STR-008*	394,506										**394,506**
Reconstruct Streets: Fox Ridge Estates 1st & 2nd Total		**3,024,546**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**3,024,546**
Concrete Repairs												
MSA	*17-STR-012*	405,000				549,544						**954,544**
Storm Water Utility Fund	*17-STR-012*					143,182						**143,182**
Concrete Repairs Total		**405,000**	**0**	**0**	**0**	**692,726**	**0**	**0**	**0**	**0**	**0**	**1,097,726**
Reconstruction Streets: Sports Haven												
Pavement Management Fund	*18-STR-003*		287,640									**287,640**
Storm Water Utility Fund	*18-STR-003*		43,146									**43,146**
Reconstruction Streets: Sports Haven Total		**0**	**330,786**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**330,786**
Reconstruction Streets: Carol-Rose Acres												
Pavement Management Fund	*19-STR-011*		446,760									**446,760**
Storm Water Utility Fund	*19-STR-011*		67,014									**67,014**
Reconstruction Streets: Carol-Rose Acres Total		**0**	**513,774**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**513,774**
Reconstruction Streets: Windsorwood												
Pavement Management Fund	*19-STR-016*			389,340								**389,340**
Storm Water Utility Fund	*19-STR-016*			58,401								**58,401**
Reconstruction Streets: Windsorwood Total		**0**	**0**	**447,741**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**447,741**
Reconstruction Streets: Countryside Estates												
Pavement Management Fund	*19-STR-017*		1,940,040									**1,940,040**
Storm Water Utility Fund	*19-STR-017*		291,006									**291,006**

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Reconstruction Streets: Countryside Estates Total		**0**	**2,231,046**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2,231,046**
2025 Neighborhood Overlays												
Pavement Management Fund	*21-STR-013*	1,047,111										**1,047,111**
Public Improvement Revolving Fund	*21-STR-013*	14,500										**14,500**
Storm Water Utility Fund	*21-STR-013*	69,190										**69,190**
2025 Neighborhood Overlays Total		**1,130,801**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,130,801**
2026 Neighborhood Overlays												
Pavement Management Fund	*21-STR-014*		649,026									**649,026**
Storm Water Utility Fund	*21-STR-014*		32,451									**32,451**
2026 Neighborhood Overlays Total		**0**	**681,477**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**681,477**
Flintwood Hills 2nd & 3rd Street Reconstruction												
Pavement Management Fund	*21-STR-015*		1,015,920									**1,015,920**
Storm Water Utility Fund	*21-STR-015*		152,388									**152,388**
Flintwood Hills 2nd & 3rd Street Reconstruction Total		**0**	**1,168,308**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,168,308**
2027 MSA Overlays												
MSA	*21-STR-016*			747,780								**747,780**
Storm Water Utility Fund	*21-STR-016*			37,389								**37,389**
2027 MSA Overlays Total		**0**	**0**	**785,169**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**785,169**
2027 Neighborhood Overlays												
Pavement Management Fund	*21-STR-017*			981,847								**981,847**
Storm Water Utility Fund	*21-STR-017*			49,133								**49,133**
2027 Neighborhood Overlays Total		**0**	**0**	**1,030,980**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,030,980**
MSA Juniper Ridge Dr Street Reconst												
MSA	*21-STR-018*			390,628								**390,628**
Storm Water Utility Fund	*21-STR-018*			58,594								**58,594**
MSA Juniper Ridge Dr Street Reconst Total		**0**	**0**	**449,222**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**449,222**
2028 Neighborhood Overlays												
Pavement Management Fund	*21-STR-020*				411,840							**411,840**
Storm Water Utility Fund	*21-STR-020*				20,592							**20,592**
2028 Neighborhood Overlays Total		**0**	**0**	**0**	**432,432**	**0**	**0**	**0**	**0**	**0**	**0**	**432,432**
MSA 142nd Avenue Street Reconstruction												
MSA	*21-STR-021*			67,594								**67,594**
Storm Water Utility Fund	*21-STR-021*			10,139								**10,139**
MSA 142nd Avenue Street Reconstruction Total		**0**	**0**	**77,733**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**77,733**

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
2029 MSA Overlays												
MSA	*21-STR-022*					239,400						**239,400**
Storm Water Utility Fund	*21-STR-022*					11,970						**11,970**
2029 MSA Overlays Total		**0**	**0**	**0**	**0**	**251,370**	**0**	**0**	**0**	**0**	**0**	**251,370**
2029 Neighborhood Overlays												
Pavement Management Fund	*21-STR-023*					378,630						**378,630**
Storm Water Utility Fund	*21-STR-023*					18,932						**18,932**
2029 Neighborhood Overlays Total		**0**	**0**	**0**	**0**	**397,562**	**0**	**0**	**0**	**0**	**0**	**397,562**
2030 MSA Overlays												
MSA	*21-STR-024*						66,150					**66,150**
Storm Water Utility Fund	*21-STR-024*						3,308					**3,308**
2030 MSA Overlays Total		**0**	**0**	**0**	**0**	**0**	**69,458**	**0**	**0**	**0**	**0**	**69,458**
2030 Neighborhood Overlays												
Pavement Management Fund	*21-STR-025*						857,430					**857,430**
Storm Water Utility Fund	*21-STR-025*						42,872					**42,872**
2030 Neighborhood Overlays Total		**0**	**0**	**0**	**0**	**0**	**900,302**	**0**	**0**	**0**	**0**	**900,302**
MSA Alpine Drive Street Recon (TH 47/Roanoke St)												
MSA	*21-STR-026*						1,019,655					**1,019,655**
Storm Water Utility Fund	*21-STR-026*						152,948					**152,948**
MSA Alpine Drive Street Recon (TH 47/Roanoke St) Total		**0**	**0**	**0**	**0**	**0**	**1,172,603**	**0**	**0**	**0**	**0**	**1,172,603**
MSA Sunwood Drive Street Recon (CSAH 5/Erkium St)												
MSA	*21-STR-027*	303,000										**303,000**
Storm Water Utility Fund	*21-STR-027*	45,450										**45,450**
MSA Sunwood Drive Street Recon (CSAH 5/Erkium St) Total		**348,450**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**348,450**
Annual MSA Pavement Marking Improvements												
MSA	*22-STR-001*	19,000	8,000	12,000	71,000	12,000	28,000	29,000	38,000	42,000	22,000	**281,000**
Annual MSA Pavement Marking Improvements Total		**19,000**	**8,000**	**12,000**	**71,000**	**12,000**	**28,000**	**29,000**	**38,000**	**42,000**	**22,000**	**281,000**
Sorteberg's Street Reconstruction												
Pavement Management Fund	*22-STR-002*	559,035										**559,035**
Storm Water Utility Fund	*22-STR-002*	83,855										**83,855**
Sorteberg's Street Reconstruction Total		**642,890**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**642,890**
2031 MSA Pavement Overlay Improvements												
MSA	*22-STR-003*							876,488				**876,488**

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Storm Water Utility Fund	*22-STR-003*							43,824				**43,824**
2031 MSA Pavement Overlay Improvements Total		**0**	**0**	**0**	**0**	**0**	**0**	**920,312**	**0**	**0**	**0**	**920,312**
2031 Neighborhood Pavement Overlay Impr												
Pavement Management Fund	*22-STR-005*							595,980				**595,980**
Storm Water Utility Fund	*22-STR-005*							29,799				**29,799**
2031 Neighborhood Pavement Overlay Impr Total		**0**	**0**	**0**	**0**	**0**	**0**	**625,779**	**0**	**0**	**0**	**625,779**
MSA - Alpine Drive St Recon (Variolite/Ramsey Blvd												
MSA	*22-STR-006*							492,188				**492,188**
Storm Water Utility Fund	*22-STR-006*							73,828				**73,828**
MSA - Alpine Drive St Recon (Variolite/Ramsey Blvd Total		**0**	**0**	**0**	**0**	**0**	**0**	**566,016**	**0**	**0**	**0**	**566,016**
Klemish, Klemish & Flores St, Sec. 11 Unplatted												
Pavement Management Fund	*22-STR-007*							957,600				**957,600**
Storm Water Utility Fund	*22-STR-007*							143,640				**143,640**
Klemish, Klemish & Flores St, Sec. 11 Unplatted Total		**0**	**0**	**0**	**0**	**0**	**0**	**1,101,240**	**0**	**0**	**0**	**1,101,240**
Windemere Woods Street Reconstruction												
Pavement Management Fund	*22-STR-008*			658,685								**658,685**
Storm Water Utility Fund	*22-STR-008*			98,803								**98,803**
Windemere Woods Street Reconstruction Total		**0**	**0**	**757,488**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**757,488**
The North Forty Street Reconstructions												
Pavement Management Fund	*22-STR-009*							705,600				**705,600**
Storm Water Utility Fund	*22-STR-009*							105,840				**105,840**
The North Forty Street Reconstructions Total		**0**	**0**	**0**	**0**	**0**	**0**	**811,440**	**0**	**0**	**0**	**811,440**
Dickenson's Mississippi Estate Street Recon												
Pavement Management Fund	*23-STR-005*	378,144										**378,144**
Storm Water Utility Fund	*23-STR-005*	306,722										**306,722**
Water Utility Fund	*23-STR-005*	250,000										**250,000**
Dickenson's Mississippi Estate Street Recon Total		**934,866**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**934,866**
High Point Street Reconstruction												
Pavement Management Fund	*23-STR-006*	1,430,160										**1,430,160**
Storm Water Utility Fund	*23-STR-006*	214,524										**214,524**
High Point Street Reconstruction Total		**1,644,684**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,644,684**
Section 22 Unplatted Street Reconstruction												
Pavement Management Fund	*23-STR-007*	296,940										**296,940**

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Storm Water Utility Fund	*23-STR-007*	44,541										**44,541**
Section 22 Unplatted Street Reconstruction Total		**341,481**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**341,481**
Section 01 Unplatted (S/O CR 27) Street Recon												
Pavement Management Fund	*23-STR-008*		881,280									**881,280**
Storm Water Utility Fund	*23-STR-008*		132,192									**132,192**
Section 01 Unplatted (S/O CR 27) Street Recon Total		**0**	**1,013,472**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,013,472**
Riverside West Street Reconstruction												
Pavement Management Fund	*23-STR-009*		199,665									**199,665**
Storm Water Utility Fund	*23-STR-009*		29,950									**29,950**
Riverside West Street Reconstruction Total		**0**	**229,615**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**229,615**
Hall-Anderson Acres Street Reconstruction												
Pavement Management Fund	*23-STR-012*			1,087,680								**1,087,680**
Storm Water Utility Fund	*23-STR-012*			163,152								**163,152**
Hall-Anderson Acres Street Reconstruction Total		**0**	**0**	**1,250,832**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,250,832**
Oakwood Hills & Rambosek Red Oak Estates St Recon												
Pavement Management Fund	*23-STR-013*			309,000								**309,000**
Storm Water Utility Fund	*23-STR-013*			46,350								**46,350**
Oakwood Hills & Rambosek Red Oak Estates St Recon Total		**0**	**0**	**355,350**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**355,350**
Section 21 Unplatted												
Pavement Management Fund	*23-STR-014*				1,915,680							**1,915,680**
Storm Water Utility Fund	*23-STR-014*				287,352							**287,352**
Section 21 Unplatted Total		**0**	**0**	**0**	**2,203,032**	**0**	**0**	**0**	**0**	**0**	**0**	**2,203,032**
Ramsey Meadows 1st, 3rd & 4th Street Recon												
Pavement Management Fund	*23-STR-015*				288,600							**288,600**
Storm Water Utility Fund	*23-STR-015*				43,290							**43,290**
Ramsey Meadows 1st, 3rd & 4th Street Recon Total		**0**	**0**	**0**	**331,890**	**0**	**0**	**0**	**0**	**0**	**0**	**331,890**
Section 17 Unplatted Street Reconstruction												
Pavement Management Fund	*23-STR-016*					807,188						**807,188**
Storm Water Utility Fund	*23-STR-016*					121,078						**121,078**
Section 17 Unplatted Street Reconstruction Total		**0**	**0**	**0**	**0**	**928,266**	**0**	**0**	**0**	**0**	**0**	**928,266**
Alicia Street Reconstruction												
Pavement Management Fund	*23-STR-017*					538,125						**538,125**
Storm Water Utility Fund	*23-STR-017*					80,719						**80,719**
Alicia Street Reconstruction Total		**0**	**0**	**0**	**0**	**618,844**	**0**	**0**	**0**	**0**	**0**	**618,844**

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Section 07 Unplatted Street Reconstruction												
Pavement Management Fund	*23-STR-018*					87,176						**87,176**
Storm Water Utility Fund	*23-STR-018*					13,076						**13,076**
Section 07 Unplatted Street Reconstruction Total		**0**	**0**	**0**	**0**	**100,252**	**0**	**0**	**0**	**0**	**0**	**100,252**
Menkvelds Country Park/Volting Oak Hill Est Recon												
Pavement Management Fund	*23-STR-019*					598,500						**598,500**
Storm Water Utility Fund	*23-STR-019*					89,775						**89,775**
Menkvelds Country Park/Volting Oak Hill Est Recon Total		**0**	**0**	**0**	**0**	**688,275**	**0**	**0**	**0**	**0**	**0**	**688,275**
Sunfish Square 1st & 2nd Street Reconstruction												
Pavement Management Fund	*23-STR-020*					574,875						**574,875**
Storm Water Utility Fund	*23-STR-020*					86,231						**86,231**
Sunfish Square 1st & 2nd Street Reconstruction Total		**0**	**0**	**0**	**0**	**661,106**	**0**	**0**	**0**	**0**	**0**	**661,106**
River Bluffs 1st & 2nd Street Reconstruction												
Pavement Management Fund	*23-STR-021*						417,375					**417,375**
Storm Water Utility Fund	*23-STR-021*						62,606					**62,606**
River Bluffs 1st & 2nd Street Reconstruction Total		**0**	**0**	**0**	**0**	**0**	**479,981**	**0**	**0**	**0**	**0**	**479,981**
Section 24 Unplatted Street Reconstruction												
Pavement Management Fund	*23-STR-022*						233,100					**233,100**
Storm Water Utility Fund	*23-STR-022*						34,965					**34,965**
Section 24 Unplatted Street Reconstruction Total		**0**	**0**	**0**	**0**	**0**	**268,065**	**0**	**0**	**0**	**0**	**268,065**
Woodlawn Estates Street Reconstruction												
Pavement Management Fund	*23-STR-023*						947,100					**947,100**
Storm Water Utility Fund	*23-STR-023*						142,065					**142,065**
Woodlawn Estates Street Reconstruction Total		**0**	**0**	**0**	**0**	**0**	**1,089,165**	**0**	**0**	**0**	**0**	**1,089,165**
Section 15 Unplatted Street Reconstruction												
Pavement Management Fund	*23-STR-024*							989,100				**989,100**
Storm Water Utility Fund	*23-STR-024*							148,365				**148,365**
Section 15 Unplatted Street Reconstruction Total		**0**	**0**	**0**	**0**	**0**	**0**	**1,137,465**	**0**	**0**	**0**	**1,137,465**
MSA - Alpine Drive (CSAH 5/TH 47) Reconstruction												
MSA	*23-STR-025*	530,250										**530,250**
Storm Water Utility Fund	*23-STR-025*	79,538										**79,538**
MSA - Alpine Drive (CSAH 5/TH 47) Reconstruction Total		**609,788**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**609,788**
MSA - Alpine Drive (CR 57/CSAH 5) Reconstruction												

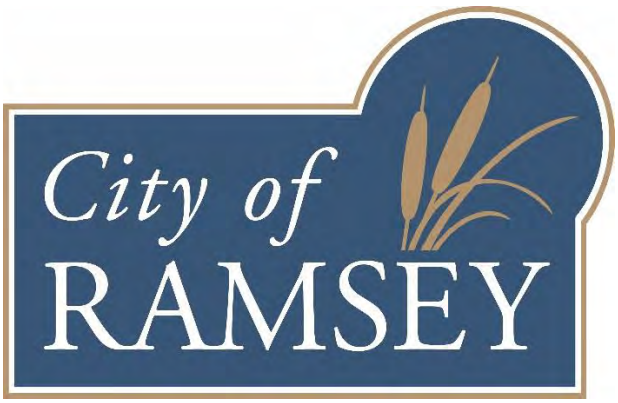
Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	*23-STR-026*	445,031										**445,031**
Storm Water Utility Fund	*23-STR-026*	66,755										**66,755**
MSA - Alpine Drive (CR 57/CSAH 5) Reconstruction Total		**511,786**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**511,786**
MSA-Jaspar Street (Sunwood Drive/McKinely Street)												
MSA	*23-STR-027*								413,438			**413,438**
Storm Water Utility Fund	*23-STR-027*								62,016			**62,016**
MSA-Jaspar Street (Sunwood Drive/McKinely Street) Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**475,454**	**0**	**0**	**475,454**
Deerwood Street Reconstruction												
Pavement Management Fund	*23-STR-028*			698,340								**698,340**
Storm Water Utility Fund	*23-STR-028*			104,751								**104,751**
Deerwood Street Reconstruction Total		**0**	**0**	**803,091**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**803,091**
Echo Ridge Street Reconstruction												
Pavement Management Fund	*23-STR-029*								151,200			**151,200**
Storm Water Utility Fund	*23-STR-029*								22,680			**22,680**
Echo Ridge Street Reconstruction Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**173,880**	**0**	**0**	**173,880**
Northfork Lake Street Reconstruction												
Pavement Management Fund	*23-STR-030*								390,600			**390,600**
Storm Water Utility Fund	*23-STR-030*								58,590			**58,590**
Northfork Lake Street Reconstruction Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**449,190**	**0**	**0**	**449,190**
Northfork Oaks 2nd Street Reconstruction												
Pavement Management Fund	*23-STR-031*								340,200			**340,200**
Storm Water Utility Fund	*23-STR-031*								51,030			**51,030**
Northfork Oaks 2nd Street Reconstruction Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**391,230**	**0**	**0**	**391,230**
Northfork Oaks 3rd Street Reconstruction												
Pavement Management Fund	*23-STR-032*								630,000			**630,000**
Storm Water Utility Fund	*23-STR-032*								94,500			**94,500**
Northfork Oaks 3rd Street Reconstruction Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**724,500**	**0**	**0**	**724,500**
Brookview Estates North Street Reconstruction												
Pavement Management Fund	*23-STR-033*								537,264			**537,264**
Storm Water Utility Fund	*23-STR-033*								80,590			**80,590**
Brookview Estates North Street Reconstruction Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**617,854**	**0**	**0**	**617,854**
2026 MSA Overlays												
MSA	*24-STR-001*		1,121,815									**1,121,815**
Storm Water Utility Fund	*24-STR-001*		168,272									**168,272**

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
2026 MSA Overlays Total		**0**	**1,290,087**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,290,087**
MSA - Alpine Drive (TH 10 and Puma Street)												
MSA	*24-STR-002*				1,107,600							**1,107,600**
Storm Water Utility Fund	*24-STR-002*				166,140							**166,140**
MSA - Alpine Drive (TH 10 and Puma Street) Total		**0**	**0**	**0**	**1,273,740**	**0**	**0**	**0**	**0**	**0**	**0**	**1,273,740**
Gateway Industrial Park (142nd Avenue) Recon.												
Pavement Management Fund	*24-STR-003*								191,520			**191,520**
Storm Water Utility Fund	*24-STR-003*								28,728			**28,728**
Gateway Industrial Park (142nd Avenue) Recon. Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**220,248**	**0**	**0**	**220,248**
MSA - Uranimite Street (149th Ave/152nd Ln)												
MSA	*24-STR-004*									327,600		**327,600**
Storm Water Utility Fund	*24-STR-004*									49,140		**49,140**
MSA - Uranimite Street (149th Ave/152nd Ln) Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**376,740**	**0**	**376,740**
MSA - Waco Street (150th Ave/Alpine Dr)												
MSA	*24-STR-005*									372,960		**372,960**
Storm Water Utility Fund	*24-STR-005*									55,944		**55,944**
MSA - Waco Street (150th Ave/Alpine Dr) Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**428,904**	**0**	**428,904**
Brookview Estates (South) Street Recon												
Pavement Management Fund	*24-STR-006*									516,600		**516,600**
Storm Water Utility Fund	*24-STR-006*									77,490		**77,490**
Brookview Estates (South) Street Recon Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**594,090**	**0**	**594,090**
Hunters Ridge Street Reconstruction												
Pavement Management Fund	*24-STR-007*									2,104,200		**2,104,200**
Storm Water Utility Fund	*24-STR-007*									315,630		**315,630**
Hunters Ridge Street Reconstruction Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2,419,830**	**0**	**2,419,830**
Regency Pond 1st, 2nd & 3rd Reconstruction												
Pavement Management Fund	*24-STR-008*									1,275,750		**1,275,750**
Storm Water Utility Fund	*24-STR-008*									191,363		**191,363**
Regency Pond 1st, 2nd & 3rd Reconstruction Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,467,113**	**0**	**1,467,113**
MSA- Bunker Lake Boulevard (Jackal St/CR 83) Recon												
Public Improvement Revolving Fund	*24-STR-011*		391,000									**391,000**
Storm Water Utility Fund	*24-STR-011*		49,215									**49,215**
Tax Increment #18	*24-STR-011*		386,750									**386,750**
MSA- Bunker Lake Boulevard (Jackal St/CR 83) Recon Total		**0**	**826,965**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**826,965**

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA 142nd Ave/Armstrong Blvd/Alpaca Est												
MSA	*25-STR-001*								529,200			**529,200**
Pavement Management Fund	*25-STR-001*								194,040			**194,040**
Storm Water Utility Fund	*25-STR-001*								108,486			**108,486**
MSA 142nd Ave/Armstrong Blvd/Alpaca Est Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**831,726**	**0**	**0**	**831,726**
2034 MSA Overlays												
MSA	*25-STR-002*										980,437	**980,437**
Storm Water Utility Fund	*25-STR-002*										49,022	**49,022**
2034 MSA Overlays Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,029,459**	**1,029,459**
2034 Neighborhood Overlays												
Pavement Management Fund	*25-STR-003*										119,700	**119,700**
Storm Water Utility Fund	*25-STR-003*										5,985	**5,985**
2034 Neighborhood Overlays Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**125,685**	**125,685**
Anderson Estate & Dellwood Hills & Section 09												
Pavement Management Fund	*25-STR-004*										567,000	**567,000**
Storm Water Utility Fund	*25-STR-004*										85,050	**85,050**
Anderson Estate & Dellwood Hills & Section 09 Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**652,050**	**652,050**
Rivenwick 1st & 2nd St Reconstruction												
Pavement Management Fund	*25-STR-005*										834,750	**834,750**
Storm Water Utility Fund	*25-STR-005*										125,213	**125,213**
Rivenwick 1st & 2nd St Reconstruction Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**959,963**	**959,963**
Riverwood Hills Plat 1 St Reconstruction												
Pavement Management Fund	*25-STR-006*										781,200	**781,200**
Storm Water Utility Fund	*25-STR-006*										117,180	**117,180**
Riverwood Hills Plat 1 St Reconstruction Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**898,380**	**898,380**
Section 06 Unplatted St Reconstruction												
Pavement Management Fund	*25-STR-007*										1,543,500	**1,543,500**
Storm Water Utility Fund	*25-STR-007*										231,525	**231,525**
Section 06 Unplatted St Reconstruction Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,775,025**	**1,775,025**
Whispering Pines Est Plat 5 St Recon												
Pavement Management Fund	*25-STR-008*										110,880	**110,880**
Storm Water Utility Fund	*25-STR-008*										16,632	**16,632**
Whispering Pines Est Plat 5 St Recon Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**127,512**	**127,512**

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
COR Infrastructure Improvements												
Park Improvement Trust Fund	*25-STR-009*	100,000										**100,000**
COR Infrastructure Improvements Total		**100,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**100,000**
Street Improvement Total		**11,243,292**	**8,293,530**	**6,850,874**	**4,312,094**	**4,350,401**	**4,340,844**	**5,191,252**	**3,922,082**	**5,328,677**	**5,590,074**	**59,423,120**
Street Light Utility Improvement												
Bunker Lake Blvd & Puma Street Lights												
Street Light Utility Fund	*19-STLT-001*	100,000										**100,000**
Bunker Lake Blvd & Puma Street Lights Total		**100,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**100,000**
Riverdale Drive Street Lights												
Street Light Utility Fund	*19-STLT-002*		250,000									**250,000**
Riverdale Drive Street Lights Total		**0**	**250,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**250,000**
COR Street Lights												
Street Light Utility Fund	*25-SLT-001*	300,000										**300,000**
COR Street Lights Total		**300,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**300,000**
Street Light Utility Improvement Total		**400,000**	**250,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**650,000**

Source	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Water Utility Improvement												
Refurbish Water Tower #2												
Water Utility Fund	*14-WTR-001*	20,000	1,000,000									**1,020,000**
Refurbish Water Tower #2 Total		**20,000**	**1,000,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,020,000**
Refurbish Water Tower #1												
Water Utility Fund	*14-WTR-002*	20,000		750,000								**770,000**
Refurbish Water Tower #1 Total		**20,000**	**0**	**750,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**770,000**
Construct Well #9 and Pumphouse #5												
Water Utility Fund	*16-WTR-002*	50,000	1,100,000									**1,150,000**
Construct Well #9 and Pumphouse #5 Total		**50,000**	**1,100,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,150,000**
Well #10 and Pump House #6												
Water Utility Fund	*24-WTR-001*				1,750,000							**1,750,000**
Well #10 and Pump House #6 Total		**0**	**0**	**0**	**1,750,000**	**0**	**0**	**0**	**0**	**0**	**0**	**1,750,000**
Well#1 Pressure Filter and Generator												
Water Utility Fund	*24-WTR-002*			1,500,000								**1,500,000**
Well#1 Pressure Filter and Generator Total		**0**	**0**	**1,500,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,500,000**
Pump House #1 Roof Replacement												
Water Utility Fund	*25-WTR-001*	42,500										**42,500**
Pump House #1 Roof Replacement Total		**42,500**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**42,500**
Water Meter Reading Fixed Network												
Water Utility Fund	*25-WTR-002*			175,000								**175,000**
Water Meter Reading Fixed Network Total		**0**	**0**	**175,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**175,000**
Water Utility Improvement Total		**132,500**	**2,100,000**	**2,425,000**	**1,750,000**	**0**	**0**	**0**	**0**	**0**	**0**	**6,407,500**
GRAND TOTAL		**16,594,967**	**14,511,630**	**12,403,174**	**8,319,594**	**6,904,401**	**6,298,844**	**6,438,252**	**4,618,082**	**6,993,977**	**26,003,074**	**109,085,995**



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PROJECT DETAILS

Capital Improvement Plan

Ramsey, MN

Project #	17-IT-009
Project Name	Core Switch Replacement

Total Project Cost	$52,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

The city's core switch is a central hub of our communication network. All servers and remote sites, cameras and workstations eventually connect back to the core switch.

Justification

The core switch may very well be the most important single piece of hardware in our network. Replacements are currently scheduled for every 10 years to prevent hardware failures due to age and to keep the unit serviceable through LOGIS.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	52,000	0	0	0	0	0	0	0	0	**52,000**
Total	**0**	**52,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**52,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	52,000	0	0	0	0	0	0	0	0	**52,000**
Total	**0**	**52,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**52,000**

Capital Improvement Plan

Ramsey, MN

Project #	17-IT-011
Project Name	Engineering Plotter Replacement

Total Project Cost	$10,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

The Engineering plotter is a large format printer and scanner used for scanning maps and other large documents in order to send or retain them.

Justification

The Engineering plotter/scanner was last replaced in 2013. The estimated useful life of the plotter is around 10 years. The replacement has been scheduled to evaluate the current health of the machine and to possibly give the opportunity to update to a new plotter with better technology.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	10,000	0	0	0	0	0	0	0	0	**10,000**
Total	**0**	**10,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**10,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Equipment Revolving Fund	0	10,000	0	0	0	0	0	0	0	0	**10,000**
Total	**0**	**10,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**10,000**

Capital Improvement Plan

Ramsey, MN

Project #	17-IT-016
Project Name	2nd Floor Workroom Copier

Total Project Cost	$9,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	2-New Addition (High)	Status	Active
Useful Life	10 years		

Description

This would provide a copier for the second floor workroom that is currently shared with Finance, Administration and Engineering.

Justification

Admin has put in for a new copier for their side of the second floor. If approved by council, this copier would meet the needs of engiineering and finance.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	9,000	0	0	0	0	0	0	0	0	0	**9,000**
Total	**9,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**9,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Equipment Revolving Fund	9,000	0	0	0	0	0	0	0	0	0	**9,000**
Total	**9,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	9,000

Capital Improvement Plan

Ramsey, MN

Project #	17-IT-017
Project Name	Building Copier

Total Project Cost	$8,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

The copier in the Building department area provides high-speed and high-volume prints, as well as color and finishing capabilities. It also serves as the departments fax machine.

Justification

The unit was purchased in 2015 with replacement scheduled at the 10-year mark to evaluate the health and capabilities of the copier.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	8,000	0	0	0	0	0	0	0	0	0	**8,000**
Total	**8,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**8,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Equipment Revolving Fund	8,000	0	0	0	0	0	0	0	0	0	**8,000**
Total	**8,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**8,000**

Capital Improvement Plan

Ramsey, MN

Project #	17-IT-018
Project Name	PW Workroom Copier

Total Project Cost	$8,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

The copier in the Engineering and Community Development area provides high-speed and high-volume prints, as well as color and finishing capabilities.

Justification

The unit was purchased in 2015 and will be scheduled for replacement at the 10-year mark to evaluate the health and capabilities of the copier.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	8,000	0	0	0	0	0	0	0	0	0	**8,000**
Total	**8,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**8,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Equipment Revolving Fund	8,000	0	0	0	0	0	0	0	0	0	**8,000**
Total	**8,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**8,000**

Capital Improvement Plan

Ramsey, MN

Project #	20-IT-001
Project Name	Virtual Server Refresh

Total Project Cost	$33,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

The twin virtual servers and SAN (network centralized storage) units were put in service in 2019. Recommended replacement of these units is every 5-7 years. The onsite servers (as of 2019) provide user logon/printing functions, surveillance and telephone services.

Justification

As part of the city's replacement rotation, staff recommends replacing the onsite servers to reduce risk of failure.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	33,000	0	0	0	0	0	0	0	0	**33,000**
Total	**0**	**33,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**33,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	33,000	0	0	0	0	0	0	0	0	**33,000**
Total	**0**	**33,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**33,000**

Capital Improvement Plan

Ramsey, MN

Project #	22-IT-001
Project Name	Ramsey Networking Switches Replacement

Total Project Cost	$48,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

Networking switch is responsible for network connectivity throughout city facilities, including: Fire 1 & 2, Council Chambers, Parking Ramp & Public Works.

Justification

The equipment has exceeded its expected useful life. The replacement is intended to avoid any outages related to a hardware failure (due to age).

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	48,000	0	0	0	**48,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**48,000**	**0**	**0**	**0**	**48,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	48,000	0	0	0	**48,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**48,000**	**0**	**0**	**0**	**48,000**

Capital Improvement Plan

Ramsey, MN

Project #	23-IT-001
Project Name	Ramsey Rugged Switches

Total Project Cost	$21,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

This project is to replace the switches used in the City Hall parking ramp and PW fuel island.

Justification

These switches are in non-climate controlled areas. While the equipment they service are important, they are not crucial to day-to-day functions, hence the longer replacement term than others.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	21,000	0	0	0	0	0	0	**21,000**
Total	**0**	**0**	**0**	**21,000**	**0**	**0**	**0**	**0**	**0**	**0**	**21,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	21,000	0	0	0	0	0	0	**21,000**
Total	**0**	**0**	**0**	**21,000**	**0**	**0**	**0**	**0**	**0**	**0**	**21,000**

Capital Improvement Plan

Ramsey, MN

Project #	25-IT-001
Project Name	Copier Fleet Replacement

Total Project Cost	$59,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

This project is replacing the City's Copier fleet. Currently 7 machines at the time: PW:1, PD:2, CH:3, and FD:1

This replacement is the last step to consolidate replacement times in a single year, which is why some machines are older than recommended and some are younger.

Justification

The recommended age for replacing copiers is around 10 years to keep maintenance costs low, and keep the units in good running order. By consolidating replacements, we hope to maximize our purchasing power for the individual units and use it to negotiate better pricing per page.

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	0	0	0	0	0	0	0	59,000	**59,000**
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**59,000**	**59,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	0	0	0	0	0	0	0	59,000	**59,000**
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**59,000**	**59,000**

Capital Improvement Plan

Ramsey, MN

Project #	CIVIL-1R
Project Name	Replace Siren

Total Project Cost	$17,500	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	15 years		

Description

Replacement of 2003 emergency sirens.

Justification

The city's 17 emergency sirens were installed between the years 2003 and 2008. Substantial concerns have come to light in several sirens. Water has entered main electrical cabinets, panels, and control cabinets and corrosion has been observed on the control boards. Replacement of the sirens are at two per year.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	17,500	0	0	0	0	0	0	0	0	0	**17,500**
Total	**17,500**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**17,500**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	17,500	0	0	0	0	0	0	0	0	0	**17,500**
Total	**17,500**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**17,500**

Capital Improvement Plan

Ramsey, MN

Project #	CIVIL-2N
Project Name	Emergency Siren Circuit Board

Total Project Cost	$17,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	15 years		

Description

The city has 17 emergency sirens. Anoka County Dispatch is upgrading the siren system. An updated circuit board will need to be installed in each siren across Anoka County. Anoka County is changing the transmitting from analog to digital at a cost to each community at $995.00 pr siren.

Justification

The current siren system has been in service sinch the mid 1980's and parts to repair and maintain equipment are quickly becoming obsolete.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	17,000	0	0	0	0	0	0	0	0	0	**17,000**
Total	**17,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**17,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	17,000	0	0	0	0	0	0	0	0	0	**17,000**
Total	**17,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**17,000**

Capital Improvement Plan

Ramsey, MN

Project #	CIVIL-3R
Project Name	Replace 3R Siren

Total Project Cost	$30,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	15 years		

Description

Replacement of 2003 emergency sirens.

Justification

The city's 17 emergency sirens were installed between the years 2003 and 2008. Substantial concerns have come to light in several sirens. Water has entered main electrical cabinets, panels, and control cabinets and corrosion has been observed on the control boards. Replacement of the sirens are at two per year.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	30,000	0	0	0	0	0	0	0	0	**30,000**
Total	**0**	**30,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**30,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	30,000	0	0	0	0	0	0	0	0	**30,000**
Total	**0**	**30,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**30,000**

Capital Improvement Plan

Ramsey, MN

Project #	CIVIL-5R
Project Name	Replace 5R Siren

Total Project Cost	$30,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	17 years		

Description

Replacement of 2003 emergency sirens.

Justification

The city's 17 emergency sirens were installed between the years 2003 and 2008. Substantial maintenance concerns have come to light in several sirens. Water has entered main electrical cabinets, panels and control cabinet and corrosion has been observed on the control boards. Replacement of the 17 sirens at two (2) per year.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	30,000	0	0	0	0	0	0	0	**30,000**
Total	**0**	**0**	**30,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**30,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	30,000	0	0	0	0	0	0	0	**30,000**
Total	**0**	**0**	**30,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**30,000**

Capital Improvement Plan

Ramsey, MN

Project #	CIVIL-7R
Project Name	Replace 7R Siren

Total Project Cost	$30,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	17 years		

Description

15900 Blk Andrie/161st Armstrong. Replacement of 2003 emergency sirens

Justification

The city's 17 emergency sirens were installed between the years 2003 and 2008. Substantial maintenance concerns have come to light in several sirens. Water has entered main electrical cabinets, panels and control cabinet and corrosion has been observed on the control boards. Replacement of the 17 sirens at two (2) per year.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	30,000	0	0	0	0	0	0	**30,000**
Total	**0**	**0**	**0**	**30,000**	**0**	**0**	**0**	**0**	**0**	**0**	**30,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	30,000	0	0	0	0	0	0	**30,000**
Total	**0**	**0**	**0**	**30,000**	**0**	**0**	**0**	**0**	**0**	**0**	30,000

Capital Improvement Plan

Ramsey, MN

Project #	CIVIL-9R
Project Name	Replace 9R Siren

Total Project Cost	$30,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	15 years		

Description

Replacement of 2003 emergency sirens.

Justification

The city's 17 emergency sirens were installed between the years 2003 and 2008. Substantial concerns have come to light in several sirens. Water has entered main electrical cabinets, panels, and control cabinets and corrosion has been observed on the control boards. Replacement of the sirens are at two per year.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	30,000	0	0	0	0	0	**30,000**
Total	**0**	**0**	**0**	**0**	**30,000**	**0**	**0**	**0**	**0**	**0**	**30,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	30,000	0	0	0	0	0	**30,000**
Total	**0**	**0**	**0**	**0**	**30,000**	**0**	**0**	**0**	**0**	**0**	**30,000**

Capital Improvement Plan

Ramsey, MN

Project #	FIRE-502
Project Name	Replace Engine #21 (565)

Total Project Cost	$1,200,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	15 years		

Description

Replacement of 2007 Rosenbauer Fire Engine with a 2026 model year.

Justification

Engine 21 is one of two engines that service the city. This engine is located in Station #2 in the east portion of the City and will be 19 years old at time of replacement. The Fire Department attempts to keep engines on a 15-year replacement cycle for the purpose of maintaining a reliable piece of equipment, limiting repair costs and providing new technology that benefits the firefighters in the form of efficiency and safety. Maintenance costs for this vehicle will begin to increase more rapidly with age. The fire department also benefits from modern equipment by attracting perspective firefighter applicants from Ramsey and the surrounding communities. The cost of the project includes replacement of equipment and hose on the vehicle ensuring that equipment is replaced periodically.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	300,000	300,000	600,000	0	0	0	0	0	0	0	**1,200,000**
Total	**300,000**	**300,000**	**600,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,200,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	265,000	465,000	0	0	0	0	0	0	0	**730,000**
Inter-Fund Loans	300,000	0	0	0	0	0	0	0	0	0	**300,000**
Trade In/Resale Value	0	0	135,000	0	0	0	0	0	0	0	**135,000**
Discount	0	35,000	0	0	0	0	0	0	0	0	**35,000**
Total	**300,000**	**300,000**	**600,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,200,000**

Capital Improvement Plan

Ramsey, MN

Project #	FIRE-505
Project Name	Replace Grass 11 (562)

Total Project Cost	$50,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	20 years		

Description

Replacement of 2003 Ford F-350 Grass Vehicle with a 2026 Ford F-350.

Justification

Grass 1 is the primary response vehicle out of Station 1 for grass fires and is one of two grass fire response vehicles that service the City. The vehicle will be 23 years old at time of replacement. The Fire Dept attempts to keep the Grass vehicle on a 20 year replacement cycle for purposes of maintaining a reliable piece of equipment and limiting repair cost. Replacements are made on a regular systematic rotation based on mileage, maintenance and safety concerns in close consultation with the City Mechanic.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	50,000	0	0	0	0	0	0	0	0	**50,000**
Total	**0**	**50,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**50,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	45,000	0	0	0	0	0	0	0	0	**45,000**
Trade In/Resale Value	0	5,000	0	0	0	0	0	0	0	0	**5,000**
Total	**0**	**50,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**50,000**

Capital Improvement Plan

Ramsey, MN

Project #	FIRE-560
Project Name	Replace Aerial Ladder Truck

Total Project Cost	$3,000,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	20 years		

Description

Replace Aeriel 21 2003 Rosenbauer Spartan Platform with a 2028 model year.

Justification

Aerial 21 is the only aerial platform device that services the City. The Aerial is located in Station 1 in the west portion of the City and will be 27 years old at time of replacement. The Fire Department attempts to keep aerials on a 20 year replacement cycle for the purpose of maintaining a reliable piece of equipment, limiting repair cost and providing new technology that benefits the firefighters in the form of efficiency and safety. Maintenance cost of this vehicle will begin to increase more rapidly with age. The fire department also benefits from modern equipment by attracting perspective firefighter applicants from Ramsey and the surrounding communities. The cost of the project includes replacement of equipment and hose on the vehicle ensuring that equipment is replaced periodically.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	1,000,000	1,000,000	1,000,000	0	0	0	0	**3,000,000**
Total	**0**	**0**	**0**	**1,000,000**	**1,000,000**	**1,000,000**	**0**	**0**	**0**	**0**	**3,000,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	1,000,000	1,000,000	1,000,000	0	0	0	0	**3,000,000**
Total	**0**	**0**	**0**	**1,000,000**	**1,000,000**	**1,000,000**	**0**	**0**	**0**	**0**	**3,000,000**

Capital Improvement Plan

Ramsey, MN

Project #	FIRE-561
Project Name	Replace, Boat, Motor, Trailer Rescue

Total Project Cost	$10,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	25 years		

Description

Mako SCBA Trailer Date Acquired: 5/13/02

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	10,000	0	0	0	0	0	0	0	**10,000**
Total	**0**	**0**	**10,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**10,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	10,000	0	0	0	0	0	0	0	**10,000**
Total	**0**	**0**	**10,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**10,000**

Capital Improvement Plan

Ramsey, MN

Project #	FIRE-563
Project Name	SCBA Trailer (561)

Total Project Cost	$100,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active

Description

Replace SCBA Trailer #561

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	0	0	0	0	0	0	100,000	0	**100,000**
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**100,000**	**0**	**100,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	0	0	0	0	0	0	100,000	0	**100,000**
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**100,000**	**0**	**100,000**

Capital Improvement Plan

Ramsey, MN

Project #	FIRE-566A
Project Name	Replace Assistant Fire Chief Vehicle #571

Total Project Cost	$50,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	7 years		

Description

Replacement of 2019 Chevrolet Tahoe Assistant Fire Chief vehicle with 2026 Chevrolet Tahoe.

Justification

The Assistant Fire Chief vehicle is the primary emergency response vehicle using the workday hours and is one of three first response vehicles that service the City. This unit is also equipped to function as a mobile command post during emergency incidents. The vehicle will be 7 years old at the time of replacement. The Fire Department attempts to keep the Asst Fire Chief vehicle on a 7-year replacement cycle for the purpose of maintaining a reliable piece of equipment and limiting repair cost. Replacements are made on a regular systematic rotation based on mileage, maintenance and safety concerns in close conjunction with the City Mechanic.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	50,000	0	0	0	0	0	0	0	0	**50,000**
Total	**0**	**50,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**50,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	45,000	0	0	0	0	0	0	0	0	**45,000**
Trade In/Resale Value	0	5,000	0	0	0	0	0	0	0	0	**5,000**
Total	**0**	**50,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**50,000**

Capital Improvement Plan

Ramsey, MN

Project #	FIRE-569A
Project Name	Replace Fire Chief Vehicle (573)

Total Project Cost	$50,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	7 years		

Description

Replacement of 2020 Chevrolet Tahoe Fire Chief vehicle with 2027 Chevrolet Tahoe.

Justification

The Fire Chief vehicle is the primary emergency vehicle during the weekday hours and is one of three fire response vehicles that service the city. This unit is also equipped to function as a mobile command post during emergency incidents. The vehicle will be 7 years old at the time of replacement. The Fire Department attempts to keep the Fire Chief vehicle on a 5-year replacement cycle for the purpose of maintaining a reliable piece of equipment and limiting repair costs. Replacements are made on a regular systematic rotation based on mileage, maintenance and safety concerns in close consultation with the City Mechanic.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	50,000	0	0	0	0	0	0	0	**50,000**
Total	**0**	**0**	**50,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**50,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	50,000	0	0	0	0	0	0	0	**50,000**
Total	**0**	**0**	**50,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**50,000**

Project #	FIRE-570A
Project Name	Replace Fire Duty Officer Vehicle (569)

Total Project Cost	$50,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	8 years		

Description

Replacement of 2017 Ford F-150 Duty Officer vehicle with 2026 Ford Explorer.

Justification

The Duty Officer truck is the primary emergency vehicle during the evening and weekend hours and is one of three fire response vehicles that service the city. The truck rotates between on-call officers and will be 9 years old at the time of replacement. The Fire Department attempts to keep the duty vehicles on a 8-year replacement cycle for the purpose of maintaining a reliable piece of equipment and limiting repair costs. Replacements are made on a regular systematic rotation based on mileage, maintenance and safety concerns in close consultation with the City Mechanic.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	50,000	0	0	0	0	0	0	0	0	**50,000**
Total	**0**	**50,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**50,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	45,000	0	0	0	0	0	0	0	0	**45,000**
Trade In/Resale Value	0	5,000	0	0	0	0	0	0	0	0	**5,000**
Total	**0**	**50,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**50,000**

Capital Improvement Plan

Ramsey, MN

Project #	FIRE-579
Project Name	Replace Fire-Administrative Captain Vehicle (333)

Total Project Cost	$50,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	7 years		

Description

Replacement of 2013 Chevrolet Tahoe Administrative Captain Vehicle with 2026 Chevrolet Tahoe.

Justification

The Administrative Captain vehicle is one of three first response vehicles that service the City. This unit is also equipped to function as a mobile command post during emergency incidents. The vehicle will be 13 years ols at the time of replacement. The Fire Department attempts to keep the Administrative Captain vehicle on a 7-year replacement cycle for the purpose of maintaining a reliable piece of equipment and limiting repair cost. Replacements are made on a regular systematic rotation based on mileage, maintenance and safety concerns in close consultation with the City Mechanic.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	50,000	0	0	0	0	0	0	0	0	**50,000**
Total	**0**	**50,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**50,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	45,000	0	0	0	0	0	0	0	0	**45,000**
Trade In/Resale Value	0	5,000	0	0	0	0	0	0	0	0	**5,000**
Total	**0**	**50,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**50,000**

Capital Improvement Plan

Ramsey, MN

Project #	FIRE-580
Project Name	Replace Fire-Administrative Captain Vehicle

Total Project Cost	$60,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	7 years		

Description

Replacement of 2026 Chevrolet Tahoe Administrative Captain Vehicle with 2033 Chevrolet Tahoe.

Justification

The Administrative Captain vehicle is one of three first response vehicles that service the City. This unit is also equipped to function as a mobile command post during emergency incidents. The vehicle will be 7 years old at the time of replacement. The Fire Department attempts to keep the Administrative Captain vehicle on a 7-year replacement cycle for the purpose of maintaining a reliable piece of equipment and limiting repair cost. Replacements are made on a regular systematic rotation based on mileage, maintenance and safety concerns in close consultation with the City Mechanic.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	0	0	60,000	0	**60,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**60,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	0	0	60,000	0	**60,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**60,000**

Capital Improvement Plan

Ramsey, MN

Project #	FIRE-581
Project Name	Replace Assistant Fire Chief Vehicle (571)

Total Project Cost	$60,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	5 years		

Description

Replacement of 2026 Chevrolet Tahoe Assistant Fire Chief vehicle with 2033 Chevrolet Tahoe.

Justification

The Assistant Fire Chief vehicle is the primary emergency response vehicle using the workday hours and is one of three first response vehicles that service the City. This unit is also equipped to function as a mobile command post during emergency incidents. The vehicle will be 7 years old at the time of replacement. The Fire Department attempts to keep the Asst Fire Chief vehicle on a 5-year replacement cycle for the purpose of maintaining a reliable piece of equipment and limiting repair cost. Replacements are made on a regular systematic rotation based on mileage, maintenance and safety concerns in close conjunction with the City Mechanic.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	0	0	60,000	0	**60,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**60,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	0	0	60,000	0	**60,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**60,000**

Project #	FIRE-582
Project Name	Replace Fire Duty Officer Vehicle (569)

Total Project Cost	$60,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	8 years		

Description

Replacement of 2026 Ford F-150 Duty Officer vehicle with 2033 Ford Explorer.

Justification

The Duty Officer truck is the primary emergency vehicle during the evening and weekend hours and is one of three fire response vehicles that service the city. The truck rotates between on-call officers and will be 7 years old at the time of replacement. The Fire Department attempts to keep the duty vehicles on a 8-year replacement cycle for the purpose of maintaining a reliable piece of equipment and limiting repair costs. Replacements are made on a regular systematic rotation based on mileage, maintenance and safety concerns in close consultation with the City Mechanic.

Expenditures	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**	**2034**	**Total**
Furnishings/Equipment	0	0	0	0	0	0	0	0	60,000	0	**60,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**60,000**

Funding Sources	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**	**2034**	**Total**
General Fund-Property Tax Levy	0	0	0	0	0	0	0	0	60,000	0	**60,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**60,000**

Project #	FIRE-583
Project Name	Replace Fire Chief Vehicle (573)

Total Project Cost	$60,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	5 years		

Description

Replacement of 2027 Chevrolet Tahoe Fire Chief vehicle with 2034 Chevrolet Tahoe.

Justification

The Fire Chief vehicle is the primary emergency vehicle during the weekday hours and is one of three fire response vehicles that service the city. This unit is also equipped to function as a mobile command post during emergency incidents. The vehicle will be 7 years old at the time of replacement. The Fire Department attempts to keep the Fire Chief vehicle on a 5-year replacement cycle for the purpose of maintaining a reliable piece of equipment and limiting repair costs. Replacements are made on a regular systematic rotation based on mileage, maintenance and safety concerns in close consultation with the City Mechanic.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	0	0	0	60,000	**60,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**60,000**	**60,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	0	0	0	60,000	**60,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**60,000**	**60,000**

Project #	FIRE-585
Project Name	Replace Mobile Computers

Total Project Cost	$40,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	6 years		

Description

Replacement of 2020 mobile computers with 2026

Justification

Computer hardware, software and wireless connectivity is needed for the effective response of Public Safety when responding to and managing emergency incidents. The Fire Department's emergency vehicle mobile computers will be 6 years old at the time of replacement.

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	40,000	0	0	0	0	0	0	0	0	**40,000**
	Total	**0**	**40,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**40,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	40,000	0	0	0	0	0	0	0	0	**40,000**
	Total	**0**	**40,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**40,000**

Project #	FIRE-586
Project Name	Replace Thermal Image Camera

Total Project Cost	$45,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	15 years		

Description

Replacement of 2011 Thermal Image Cameras with a 2026.

Justification

Thermal imaging cameras are devices that translate thermal energy (heat) into visible light in order to analyze a particular object or scene. Thermal imaging cameras, also called infrared cameras, detect the heat given off by an object or person. TIC's can detect, or "see", emitted heat energy through a variety of filters, including smoke and dust. They can also detect energy emitted through a door or wall, which indicates that they're hot and that there's most likely a lot of heat on the other side of the door or wall. TIC's will aid firefighters in operations at Hazmat incidents, downed/trapped victims, missing persons, electrical hotspots, overhaul and size up operations.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	45,000	0	0	0	0	0	0	0	0	**45,000**
Total	**0**	**45,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**45,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	45,000	0	0	0	0	0	0	0	0	**45,000**
Total	**0**	**45,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**45,000**

Project #	FIRE-587
Project Name	Replacement Fire Prevention Vehicle (572)

Total Project Cost	$50,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	7 years		

Description

Replacement of 2020 Chevrolet Tahoe Fire Prevention Vehicle with 2027 Chevrolet Tahoe

Justification

The Fire Inspection vehicle is used daily for inspections and response to calls for service and is one of three first response vehicles that service the City. The vehicle will be 7 years old at time of replacement. The Fire Department attempts to keep the Fire Prevention vehicle on a 7 year replacement cycle for the purpose of maintaining a reliable piece of equipment and limiting repair cost. Replacements are made on a regular systematic rotation based on mileage, maintenance and safety concerns in close consultation with the City Mechanic.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	50,000	0	0	0	0	0	0	0	**50,000**
Total	**0**	**0**	**50,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**50,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	50,000	0	0	0	0	0	0	0	**50,000**
Total	**0**	**0**	**50,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	50,000

Capital Improvement Plan

Ramsey, MN

Project #	FIRE-588
Project Name	Extrication Tools-Rescue 21

Total Project Cost	$55,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

Replacement of 2019 Extrication Equipment

Justification

Extrication tools are carried on each Rescue truck. These tools, also known as (jaws of life), allow firefighters to extricate victims entrapped in a motor vehicle without further injury. Techniques include moving or removing vehicle roofs, doors, windshields, windows, steering wheels or columns, and the dashboard.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	55,000	0	0	0	0	0	**55,000**
Total	**0**	**0**	**0**	**0**	**55,000**	**0**	**0**	**0**	**0**	**0**	**55,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	55,000	0	0	0	0	0	**55,000**
Total	**0**	**0**	**0**	**0**	**55,000**	**0**	**0**	**0**	**0**	**0**	**55,000**

Capital Improvement Plan

Ramsey, MN

Project #	FIRE-589
Project Name	Replace Self Contained Breathing Apparatus

Total Project Cost	$335,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	15 years		

Description

Replacement of 2018 Self Contained Breathing Apparatus (SCBA's)

Justification

The Self Contained Breathing Apparatus (SCBA) is the firefighter's most important personal protection. Respiratory protection is used not only on fires but also in environments where chemicals are present or oxygen is absent. The SCBA air cyclinders are limited in life expectancy by the Department of Transportation to 15 years. In 15 years the technology also changes significantly enough that firefighter's benefit from improvements in safety and efficiency. The Fire Department's SCBA will be 15 years old at the time of replacement.

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	0	0	0	0	0	0	335,000	0	**335,000**
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**335,000**	**0**	**335,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	0	0	0	0	0	0	335,000	0	**335,000**
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**335,000**	**0**	**335,000**

Capital Improvement Plan

Ramsey, MN

Project #	FIRE-590
Project Name	Extrication Tools- Rescue 11

Total Project Cost	$55,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

Replacement of 2022 Extrication Equipment

Justification

Extrication tools are carried on each Rescue truck. These tools, also known as (jaws of life), allow firefighters to extricate victims entrapped in a motor vehicle without further injury. Techniques include moving or removing vehicle roofs, doors, windshields, windows, steering wheels or columns, and the dashboard.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	0	55,000	0	0	**55,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**55,000**	**0**	**0**	**55,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	0	55,000	0	0	**55,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**55,000**	**0**	**0**	**55,000**

Capital Improvement Plan

Ramsey, MN

Project #	FIRE-591
Project Name	Replace 202 Fire Prevention Vehicle

Total Project Cost	$60,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	7 years		

Description

Replacement of 2027 Chevrolet Tahoe Fire Prevention Vehicle with 20234 Chevrolet Tahoe

Justification

The Fire Inspection vehicle is used daily for inspections and response to calls for services. It is one of three first response vehicles that service the City. The vehicle will be 7 years old at the time of replacement. The Fire Department attempts to keep the Fire Prevention vehicle on a 7 year replacement cycle for the purpose of maintaining a reliable piece of equipment and limiting repair cost. Replcements are made on a regular systematic rotation based on bileage, maintenance and safety concerns in close consultation with the City Mechanic.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	0	0	0	60,000	**60,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**60,000**	**60,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	0	0	0	60,000	**60,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**60,000**	**60,000**

Capital Improvement Plan

Ramsey, MN

Project #	GENGOV-006
Project Name	Building Inspection Vehicle (414)

Total Project Cost	$40,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

Replacement of 2019 Chevrolet Equinox inspection vehicle with 2026 Chevrolet Equinox

Justification

The Building Inspection vehicle is used daily for building inspections. The vehicle will be 7 years old at the time of replacement. The Building Department attempts to keep the inspection vehicles on a 7 year replacement cycle for the purpose of maintaining a reliable vehicle and limiting repair costs.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	40,000	0	0	0	0	0	**40,000**
Total	**0**	**0**	**0**	**0**	**40,000**	**0**	**0**	**0**	**0**	**0**	**40,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	40,000	0	0	0	0	0	**40,000**
Total	**0**	**0**	**0**	**0**	**40,000**	**0**	**0**	**0**	**0**	**0**	**40,000**

Capital Improvement Plan

Ramsey, MN

Project #	GENGOV-007
Project Name	Building Inspection Vehicle (413)

Total Project Cost	$40,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

Replacement of 2019 Chevrolet Equinox Building Inspection Vehicle with 2026 Chevrolet Equinox

Justification

The building inspection vehicle is used daily to perform inspections. The vehicle will be 7 years old at the time of replacement. The Building Department attempts to keep the inspection vehicles on a 7 year replacement cycle for the purpose of maintaining a reliable vehicle and limiting the cost of repairs.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	40,000	0	0	0	0	0	**40,000**
Total	**0**	**0**	**0**	**0**	**40,000**	**0**	**0**	**0**	**0**	**0**	**40,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	40,000	0	0	0	0	0	**40,000**
Total	**0**	**0**	**0**	**0**	**40,000**	**0**	**0**	**0**	**0**	**0**	**40,000**

Capital Improvement Plan

Ramsey, MN

Project #	GENGOV-008
Project Name	Planning - New Rental Housing Inspection Vehicle

Total Project Cost	$40,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

New Rental Housing Inspection Vehicle - Chevrolet Equinox

Justification

The rental housing inspection vehicle will be used for daily inspections as part of the Rental Housing and Crime Free Housing Program.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	40,000	0	0	0	0	0	0	0	0	**40,000**
Total	**0**	**40,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**40,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	40,000	0	0	0	0	0	0	0	0	**40,000**
Total	**0**	**40,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**40,000**

Capital Improvement Plan

Ramsey, MN

Project #	GENGOV-009
Project Name	Planning - Rental Housing Inspection Vehicle

Total Project Cost	$54,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	7 years		

Description

Replacement of a 2026 Chevrolet Equinox Rental Housing Inspection Vehicle with a 2033 Chevrolet Equinox

Justification

The rental housing inspection vehicle will be used for daily inspections, as part of the Crime-Free Housing Program. The vehicle will be 7 years old at the time of replacement. The Planning Department attempts to keep the vehicles on a 7 year replacement cycle for the purpose of maintaining reliable vehicles and limiting the cost of repairs.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	0	0	54,000	0	**54,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**54,000**	**0**	**54,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	0	0	54,000	0	**54,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**54,000**	**0**	**54,000**

Capital Improvement Plan

Ramsey, MN

Project #	GENGOV-013
Project Name	Planning Vehicle 2028 Chev Equinox

Total Project Cost	$44,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	9 years		

Description

Replacement of 2019 Chevrolet Equinox planning vehicle with a 2028 Chevrolet Equinox

Justification

The planning division vehicle is used daily for inspections. The vehicle will be 9 years old at the time of replacement. The planning division attempts to keep the inspection vehicle on a 7 year replacement cycle for the purpose of maintaining a reliable vehicle and limiting repair costs; however, with lower miles, staff purposed to replace it a 9 years of age.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	44,000	0	0	0	0	0	0	**44,000**
Total	**0**	**0**	**0**	**44,000**	**0**	**0**	**0**	**0**	**0**	**0**	**44,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	44,000	0	0	0	0	0	0	**44,000**
Total	**0**	**0**	**0**	**44,000**	**0**	**0**	**0**	**0**	**0**	**0**	**44,000**

Capital Improvement Plan

Ramsey, MN

Project #	GENGOV-014
Project Name	Building Official Vehicle 2030

Total Project Cost	$48,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	7 years		

Description

Replacement of 2023 Chevrolet Equinox inspection vehicle with 2030 Chrevrolet Equinox

Justification

The Building Inspection vehicle is used for daily inspections. The vehicle will be 7 years old at the time of replacement. The Building Division attempts to keep the inspection vehicles on a 7 year replacement cycle for the purpose of maintaining a reliable vehicle and limiting repair costs.

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	0	0	0	48,000	0	0	0	0	**48,000**
	Total	**0**	**0**	**0**	**0**	**0**	**48,000**	**0**	**0**	**0**	**0**	**48,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	0	0	0	48,000	0	0	0	0	**48,000**
	Total	**0**	**0**	**0**	**0**	**0**	**48,000**	**0**	**0**	**0**	**0**	**48,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-372
Project Name	2030 Ford Explorer Replace 2021 Ford Explorer #313

Total Project Cost	$60,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

Replace 2021 Ford Explorer Patrol Squad #313 in year 2030

Justification

Maintain vehicle rotation schedule

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	0	0	0	60,000	0	0	0	0	**60,000**
	Total	**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**0**	**0**	**0**	**60,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	0	0	0	60,000	0	0	0	0	**60,000**
	Total	**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**0**	**0**	**0**	**60,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-382
Project Name	2026 Replace 2016 Chev Impala #366

Total Project Cost	$48,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	8 years		

Description

Replace 2016 Chevrolet Impala Investigator Squad #366 with 2025 Dodge Durango.

Justification

Maintain Vehicle maintenance schedule

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		48,000	0	0	0	0	0	0	0	0	0	**48,000**
	Total	**48,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**48,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		48,000	0	0	0	0	0	0	0	0	0	**48,000**
	Total	**48,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**48,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-385
Project Name	Replace 2017 Ford Taurus #377

Total Project Cost	$52,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	3 years		

Description

Replace 2017 Ford Taurus #377

Justification

Maintain vehicle rotation schedule

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	52,000	0	0	0	0	0	0	0	**52,000**
	Total	**0**	**0**	**52,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**52,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	52,000	0	0	0	0	0	0	0	**52,000**
	Total	**0**	**0**	**52,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**52,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-390
Project Name	2026 Ford Explorer Replace 2021 Dodge Charger #311

Total Project Cost	$53,500	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	3 years		

Description

Replace 2021 Dodge Charger #311

Justification

Maintain vehicle rotation schedule

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	53,500	0	0	0	0	0	0	0	0	**53,500**
	Total	**0**	**53,500**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**53,500**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	53,500	0	0	0	0	0	0	0	0	**53,500**
	Total	**0**	**53,500**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**53,500**

Capital Improvement Plan

Ramsey, MN

Project #	POL-391
Project Name	2026 Ford Explorer replace 2021 Ford Explorer #312

Total Project Cost	$53,500	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	3 years		

Description

Replace 2021 Ford Explorer Patrol Squad #312

Justification

Maintain vehicle rotation schedule

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	53,500	0	0	0	0	0	0	0	0	**53,500**
Total	**0**	**53,500**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**53,500**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	53,500	0	0	0	0	0	0	0	0	**53,500**
Total	**0**	**53,500**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**53,500**

Capital Improvement Plan

Ramsey, MN

Project #	POL-393
Project Name	2027 Chev Tahoe Replace 2023 Chev Tahoe #392

Total Project Cost	$55,100	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

Replace 2023 Chevrolet Tahoe Patrol Squad #392

Justification

Maintain vehicle rotation schedule

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	55,100	0	0	0	0	0	0	0	**55,100**
	Total	**0**	**0**	**55,100**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**55,100**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	55,100	0	0	0	0	0	0	0	**55,100**
	Total	**0**	**0**	**55,100**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**55,100**

Capital Improvement Plan

Ramsey, MN

Project #	POL-394
Project Name	2027 Chev Tahoe Replace 2023 Chev Tahoe #323

Total Project Cost	$55,100	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

Replace 2023 Chevrolet Tahoe Patrol Squad #323

Justification

Maintain vehicle rotation schedule

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	55,100	0	0	0	0	0	0	0	**55,100**
	Total	**0**	**0**	**55,100**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**55,100**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	55,100	0	0	0	0	0	0	0	**55,100**
	Total	**0**	**0**	**55,100**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**55,100**

Capital Improvement Plan

Ramsey, MN

Project #	POL-395
Project Name	2027 Ford Util SUV Replace 2023 Dodge Charger #330

Total Project Cost	$55,100	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

Replace 2023 Dodge Charger #330

Justification

Maintain vehicle rotation schedule

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	55,100	0	0	0	0	0	0	0	**55,100**
Total	**0**	**0**	**55,100**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**55,100**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	55,100	0	0	0	0	0	0	0	**55,100**
Total	**0**	**0**	**55,100**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**55,100**

Capital Improvement Plan

Ramsey, MN

Project #	POL-396
Project Name	2025 Acadia Replaces 2016 Acadia #367

Total Project Cost	$48,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	3 years		

Description

Replace 2016 GMC Acadia (unmarked) Unit #367

Justification

Maintain vehicle rotation schedule

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	48,000	0	0	0	0	0	0	0	0	**48,000**
Total	**0**	**48,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**48,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Fleet Vehicles	0	30,000	0	0	0	0	0	0	0	0	**30,000**
Equipment Revolving Fund	0	18,000	0	0	0	0	0	0	0	0	**18,000**
Total	**0**	**48,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**48,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-398
Project Name	2028 Chevy Tahoe Replace 2024 Chevy Tahoe

Total Project Cost	$56,750	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

Replace 2024 Chevy Tahoe patrol vehicle

Justification

Maintain vehicle rotation schedule.

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	0	56,750	0	0	0	0	0	0	**56,750**
	Total	**0**	**0**	**0**	**56,750**	**0**	**0**	**0**	**0**	**0**	**0**	**56,750**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	0	56,750	0	0	0	0	0	0	**56,750**
	Total	**0**	**0**	**0**	**56,750**	**0**	**0**	**0**	**0**	**0**	**0**	**56,750**

Capital Improvement Plan

Ramsey, MN

Project #	POL-399
Project Name	2028 Ford Utility Replace 2024 Ford Utility

Total Project Cost	$56,750	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

Replace 2024 Ford Utility SUV patrol vehicle.

Justification

Maintain vehicle schedule

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	0	56,750	0	0	0	0	0	0	**56,750**
	Total	**0**	**0**	**0**	**56,750**	**0**	**0**	**0**	**0**	**0**	**0**	**56,750**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	0	56,750	0	0	0	0	0	0	**56,750**
	Total	**0**	**0**	**0**	**56,750**	**0**	**0**	**0**	**0**	**0**	**0**	**56,750**

Capital Improvement Plan

Ramsey, MN

Project #	POL-400
Project Name	2029 Ford Explorer Replace 2025 Ford Explorer

Total Project Cost	$58,500	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

Replace 2025 Ford Utility SUV Patrol Squad #3XX

Justification

Maintain vehicle rotation schedule.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	58,500	0	0	0	0	0	**58,500**
Total	**0**	**0**	**0**	**0**	**58,500**	**0**	**0**	**0**	**0**	**0**	**58,500**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	58,500	0	0	0	0	0	**58,500**
Total	**0**	**0**	**0**	**0**	**58,500**	**0**	**0**	**0**	**0**	**0**	58,500

Capital Improvement Plan

Ramsey, MN

Project #	POL-401
Project Name	2029 Replace 2025 Patrol Vehicle

Total Project Cost	$58,500	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

Replace 2025 Patrol Squad #3XX

Justification

Maintain vehicle rotation schedule.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	58,500	0	0	0	0	0	**58,500**
Total	**0**	**0**	**0**	**0**	**58,500**	**0**	**0**	**0**	**0**	**0**	**58,500**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	58,500	0	0	0	0	0	**58,500**
Total	**0**	**0**	**0**	**0**	**58,500**	**0**	**0**	**0**	**0**	**0**	58,500

Capital Improvement Plan

Ramsey, MN

Project #	POL-402
Project Name	Replace 2026 Ford Utility

Total Project Cost	$60,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

Police Vehicle originally acquired in 2026

Justification

3-4 year rotation

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	0	0	0	60,000	0	0	0	0	**60,000**
	Total	**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**0**	**0**	**0**	**60,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	0	0	0	60,000	0	0	0	0	**60,000**
	Total	**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**0**	**0**	**0**	**60,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-403
Project Name	Replace 2026 Chevrolet Tahoe

Total Project Cost	$60,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

Replace 2026 Chev Tahoe

Justification

3-4 year rotation.

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	0	0	0	60,000	0	0	0	0	**60,000**
	Total	**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**0**	**0**	**0**	**60,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	0	0	0	60,000	0	0	0	0	**60,000**
	Total	**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**0**	**0**	**0**	**60,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-404
Project Name	Replace 2026 Patrol Vehicle

Total Project Cost	$60,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

Replace 2026 Patrol Vehicle

Justification

3-4 Year rotation

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	0	0	0	60,000	0	0	0	0	**60,000**
	Total	**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**0**	**0**	**0**	**60,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	0	0	0	60,000	0	0	0	0	**60,000**
	Total	**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**0**	**0**	**0**	**60,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-407
Project Name	2031 Patrol Squad Replace 2027 Patrol Squad

Total Project Cost	$62,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

Replace 2027 Patrol Squad

Justification

Maintain Vehicle Rotation Schedule

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	0	0	0	0	62,000	0	0	0	**62,000**
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**62,000**	**0**	**0**	**0**	**62,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	0	0	0	0	62,000	0	0	0	**62,000**
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**62,000**	**0**	**0**	**0**	**62,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-408
Project Name	2031 Patrol Squad Replace 2027 Patrol Squad

Total Project Cost	$62,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

Replace 2027 Patrol Squad

Justification

Maintain vehicle rotation schedule

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	62,000	0	0	0	**62,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**62,000**	**0**	**0**	**0**	**62,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	62,000	0	0	0	**62,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**62,000**	**0**	**0**	**0**	**62,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-409
Project Name	2031 Patrol Squad Replace 2027 Patrol Squad

Total Project Cost	$62,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

Replace 2027 Patrol Squad

Justification

Maintain vehicle rotation schedule

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	62,000	0	0	0	**62,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**62,000**	**0**	**0**	**0**	**62,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	62,000	0	0	0	**62,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**62,000**	**0**	**0**	**0**	**62,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-410
Project Name	2031 Patrol Squad Replace 2027 Patrol Squad

Total Project Cost	$62,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

Replace 2027 Patrol Squad

Justification

Maintain vehicle rotation schedule

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	0	0	0	0	62,000	0	0	0	**62,000**
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**62,000**	**0**	**0**	**0**	**62,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	0	0	0	0	62,000	0	0	0	**62,000**
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**62,000**	**0**	**0**	**0**	**62,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-411
Project Name	2031 Admin Squad replace 2022 Admin Squad #315

Total Project Cost	$54,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	9 years		

Description

Replace 2022 Admin Squad #315

Justification

Maintain vehicle rotation squad

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	54,000	0	0	0	**54,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**54,000**	**0**	**0**	**0**	**54,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	54,000	0	0	0	**54,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**54,000**	**0**	**0**	**0**	**54,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-412
Project Name	2032 Patrol Squad Replace 2028 Patrol Squad

Total Project Cost	$64,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	5 years		

Description

2032 Patrol squad replace 2028 patrol squad

Justification

Maintain vehicle rotation schedule

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	0	64,000	0	0	**64,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**64,000**	**0**	**0**	**64,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	0	64,000	0	0	**64,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**64,000**	**0**	**0**	**64,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-413
Project Name	2032 Patrol Squad Replace 2028 Patrol Squad

Total Project Cost	$64,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

2032 Patrol Squad replace 2028 patrol squad.

Justification

Maintain vehicle rotation schedule

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	0	0	0	0	0	64,000	0	0	**64,000**
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**64,000**	**0**	**0**	**64,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	0	0	0	0	0	64,000	0	0	**64,000**
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**64,000**	**0**	**0**	**64,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-414
Project Name	2032 Patrol Squad Replace 2028 Patrol Squad

Total Project Cost	$64,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

2032 Patrol squad replace 2028 patrol squad.

Justification

Maintain vehicle rotation schedule

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	0	0	0	0	0	64,000	0	0	**64,000**
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**64,000**	**0**	**0**	**64,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	0	0	0	0	0	64,000	0	0	**64,000**
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**64,000**	**0**	**0**	**64,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-415
Project Name	2032 Patrol Squad Replace 2028 Patrol Squad

Total Project Cost	$64,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

Replace 2028 Patrol Squad

Justification

Maintain vehicle rotation schedule.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	0	64,000	0	0	**64,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**64,000**	**0**	**0**	**64,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	0	64,000	0	0	**64,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**64,000**	**0**	**0**	**64,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-416
Project Name	2032 Police Admin Pickup Replace 2024 Admin Truck

Total Project Cost	$65,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	8 years		

Description

Replace 2024 Police Admin Pickup Truck

Justification

Maintain vehicle rotation schedule

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	0	65,000	0	0	**65,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**65,000**	**0**	**0**	**65,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	0	65,000	0	0	**65,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**65,000**	**0**	**0**	**65,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-417
Project Name	2033 Patrol Squad Replace 2029 Patrol Squad

Total Project Cost	$66,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

Replace 2029 Patrol squad

Justification

Maintain vehicle rotation schedule

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	0	0	0	0	0	0	66,000	0	**66,000**
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**66,000**	**0**	**66,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	0	0	0	0	0	0	66,000	0	**66,000**
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**66,000**	**0**	**66,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-418
Project Name	2033 Patrol Squad Replace 2029 Patrol Squad

Total Project Cost	$66,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

Replace 2029 patrol squad

Justification

Maintain vehicle rotation schedule

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	0	0	66,000	0	**66,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**66,000**	**0**	**66,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	0	0	66,000	0	**66,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**66,000**	**0**	**66,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-419
Project Name	2033 Patrol Squad Replace 2029 Patrol Squad

Total Project Cost	$66,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

Replace 2029 Patrol Squad

Justification

Maintain Vehicle maintenance schedule.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	0	0	66,000	0	**66,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**66,000**	**0**	**66,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	0	0	66,000	0	**66,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**66,000**	**0**	**66,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-420
Project Name	2033 Patrol Squad Replace 2029 Patrol Squad

Total Project Cost	$66,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	3 years		

Description

Replace 2029 Patrol Squad

Justification

Maintain vehicle rotation schedule

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	0	0	66,000	0	**66,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**66,000**	**0**	**66,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	0	0	66,000	0	**66,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**66,000**	**0**	**66,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-421
Project Name	2033 Police Admin SUV Replace 2025 Police SUV

Total Project Cost	$56,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	8 years		

Description

Replace 2025 Police Admin SUV

Justification

Maintain vehicle rotation schedule

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	0	0	56,000	0	**56,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**56,000**	**0**	**56,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	0	0	56,000	0	**56,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**56,000**	**0**	**56,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-422
Project Name	2027 Ford Explorer Replace 2021 Ford Explorer

Total Project Cost	$52,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	3 years		

Description

Replace 2021 Ford Explorer - #312

Justification

Maintain vehicle rotation schedule

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	52,000	0	0	0	0	0	0	0	**52,000**
Total	**0**	**0**	**52,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**52,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	52,000	0	0	0	0	0	0	0	**52,000**
Total	**0**	**0**	**52,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	52,000

Capital Improvement Plan

Ramsey, MN

Project #	POL-423
Project Name	2034 Squad Replace 2026 squad car

Total Project Cost	$67,000	Contact	None
Department	Capital Equipment	Type	Equipment
Category	Capital Equipment	Priority	3-Existing Obligation (Med)
Status	Active	Useful Life	3 years

Description

Replace 2026 Squad Car

Justification

Maintain vehicle rotation schedule

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	0	0	0	67,000	**67,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**67,000**	**67,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	0	0	0	67,000	**67,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**67,000**	**67,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-424
Project Name	2034 Squad Replace 2026 squad car

Total Project Cost	$67,000	Contact	None
Department	Capital Equipment	Type	Equipment
Category	Capital Equipment	Priority	3-Existing Obligation (Med)
Status	Active	Useful Life	3 years

Description

Replace 2026 squad car

Justification

Maintain vehicle rotation schedule

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	0	0	0	67,000	**67,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**67,000**	**67,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	0	0	0	67,000	**67,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**67,000**	**67,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-425
Project Name	Unmanned Aerial Vehicle

Total Project Cost	$18,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

UAV (Unmanned Aerial Vehicle) for use in the police department

Justification

The primary use will be for missing or lost persons, locating suspects, and emergencies involving a threat to life. This will not be used for surveillance without obtaining a search warrant. Currently, we rely on other LE agencies, and response time is delayed for time-sensitive uses.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	18,000	0	0	0	0	0	0	0	0	**18,000**
Total	**0**	**18,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**18,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	18,000	0	0	0	0	0	0	0	0	**18,000**
Total	**0**	**18,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**18,000**

Capital Improvement Plan

Ramsey, MN

Project #	POL-427
Project Name	Panasonic Audio/Video for Interview Room

Total Project Cost	$15,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

Replace Panasonic Audio/Video recording in Interview Rooms

Justification

No longer use this system since switching body cams and in-squad camera systems to Axon. This system should be replaced with the same system as other city-wide security cameras so it can be managed with the same server.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	15,000	0	0	0	0	0	0	0	0	0	**15,000**
Total	**15,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**15,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	15,000	0	0	0	0	0	0	0	0	0	**15,000**
Total	**15,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**15,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-004
Project Name	Replace 2004 Pull Behind PTO Mower

Total Project Cost	$28,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

Landpride wide area mower

Justification

This mower is used by the Public Works department when rough mowing large open areas including right-of-way and undeveloped city-owned land.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	28,000	0	0	0	0	0	0	0	0	0	**28,000**
Total	**28,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**28,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	27,000	0	0	0	0	0	0	0	0	0	**27,000**
Trade In/Resale Value	1,000	0	0	0	0	0	0	0	0	0	**1,000**
Total	**28,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**28,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-005
Project Name	Replace 2004 Snow Thrower

Total Project Cost	$250,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	15 years		

Description

2004 SnoGo snow thrower

Justification

This unit is used to load snow from city streets into trucks. Also used to remove large drifts in open areas.

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	250,000	0	0	0	0	0	0	0	0	**250,000**
	Total	**0**	**250,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**250,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	250,000	0	0	0	0	0	0	0	0	**250,000**
	Total	**0**	**250,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**250,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-006
Project Name	Replace 2004 Mobile Generator

Total Project Cost	$164,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	20 years		

Description

2004 portable generator. This pull behind generator is used to power liftstations in the event of a power outage.

Justification

This tow behind unit powers our sanitary lift stations during power outages.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	164,000	0	0	0	0	0	0	0	**164,000**
Total	**0**	**0**	**164,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**164,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Sewer Utility Fund	0	0	164,000	0	0	0	0	0	0	0	**164,000**
Total	**0**	**0**	**164,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**164,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-605
Project Name	Replace 2019 Brush Chipper - Unit #605

Total Project Cost	$52,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	6 years		

Description

Replace unit #605 a 2019 brush chipper.

Justification

This unit is used by all of the streets/parks departments for routine maintenance on ROW clearing and storm damage.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	52,000	0	0	0	0	0	0	**52,000**
Total	**0**	**0**	**0**	**52,000**	**0**	**0**	**0**	**0**	**0**	**0**	**52,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	52,000	0	0	0	0	0	0	**52,000**
Total	**0**	**0**	**0**	**52,000**	**0**	**0**	**0**	**0**	**0**	**0**	**52,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-660
Project Name	Replace Paver, Trailer, Roller

Total Project Cost	$140,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	20 years		

Description

Bomag Paver-Felling Trailer and Wolf Pac pneumatic drum roller

Justification

This equipment group is used for small in-house paving projects such as trails and large patches.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	140,000	0	0	0	0	0	0	0	**140,000**
Total	**0**	**0**	**140,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**140,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	140,000	0	0	0	0	0	0	0	**140,000**
Total	**0**	**0**	**140,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**140,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-665
Project Name	Replace 2007 Chevy Pickup: Unit #665

Total Project Cost	$75,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	15 years		

Description

Replacement for PW Unit #665 a 2007 Chevy pickup fully equipped for snow plowing.

Justification

This truck is to be used by the park department Superintendent/Asst PW Superintendent.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	75,000	0	0	0	0	0	0	0	0	**75,000**
Total	**0**	**75,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**75,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	75,000	0	0	0	0	0	0	0	0	**75,000**
Total	**0**	**75,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**75,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-669
Project Name	Replace 2007 International Water Truck: Unit #669

Total Project Cost	$336,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	12 years		

Description

Replacement for unit #669 2007 International water truck

Justification

This piece of equipment is used by the park department for ice rink flooding, boulevard tree watering, etc. This truck is also used by the street department for street sweeping and flushing out storm water catch basins.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	336,000	0	0	0	0	0	0	0	0	**336,000**
Total	**0**	**336,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**336,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	84,000	0	0	0	0	0	0	0	0	**84,000**
Sewer Utility Fund	0	84,000	0	0	0	0	0	0	0	0	**84,000**
Storm Water Utility Fund	0	84,000	0	0	0	0	0	0	0	0	**84,000**
Water Utility Fund	0	84,000	0	0	0	0	0	0	0	0	**84,000**
Total	**0**	**336,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	336,000

Capital Improvement Plan

Ramsey, MN

Project #	PW-673
Project Name	Replace 2009 Jetter/Vac Truck - Unit #673

Total Project Cost	$850,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	20 years		

Description

Replace the aging 2009 Jetter/Vac truck, unit #673 currently in CIP for 2029 and move to 2026

Justification

Truck #673 is 15 years old. This is an integral piece in the Sanitary Sewer maintenance program. During a sewer backup this is the first piece of equipment that is dispatched. We also clean 25% of our sewer system per year as required by the MPCA. The maintenance and repair costs have significantly risen since 2020, $32,945.01 to be exact. It is quickly becoming a not reliable vehicle to operate and maintain.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	850,000	0	0	0	0	0	0	0	0	**850,000**
Total	**0**	**850,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**850,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Sewer Utility Fund	0	650,000	0	0	0	0	0	0	0	0	**650,000**
Storm Water Utility Fund	0	200,000	0	0	0	0	0	0	0	0	**200,000**
Total	**0**	**850,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	850,000

Capital Improvement Plan

Ramsey, MN

Project #	PW-678A
Project Name	Replace Unit 678 2013-1ton Truck w/ Plow Equipment

Total Project Cost	$109,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

Replace unit 678 a 2013 1-ton truck with plow equipment

Justification

Unit 678 will be 13 years old by 2026. Normally start to consider replacement around 12 years depending on the vehicle and its use.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	109,000	0	0	0	0	0	0	0	0	**109,000**
Total	**0**	**109,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**109,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	103,000	0	0	0	0	0	0	0	0	**103,000**
Trade In/Resale Value	0	6,000	0	0	0	0	0	0	0	0	**6,000**
Total	**0**	**109,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	109,000

Capital Improvement Plan

Ramsey, MN

Project #	PW-679A
Project Name	Replace Unit 679 Area Mower (2020 Replaced)

Total Project Cost	$111,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	7 years		

Description

Replace unit 679. This area mower was replaced in 2020.

Justification

This piece of equiipment is a large area mower that is used to mow the city's larger parks and athletic fields. This mower is replaced on a 7-year schedule.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	111,000	0	0	0	0	0	0	0	**111,000**
Total	**0**	**0**	**111,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**111,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	111,000	0	0	0	0	0	0	0	**111,000**
Total	**0**	**0**	**111,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**111,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-680
Project Name	Replace 2014-1Ton Truck w/ Plow Equipt: Unit #680

Total Project Cost	$109,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

Replace Unit 680 a 2014-1ton truck with plow equipment

Justification

Unit 680 will be 9 years old by 2023. Normally start to consider replacement around 12 years depending on the vehicle and its use.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	109,000	0	0	0	0	0	0	0	0	**109,000**
Total	**0**	**109,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**109,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	109,000	0	0	0	0	0	0	0	0	**109,000**
Total	**0**	**109,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**109,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-686
Project Name	Replace Unit #686 - 2015 Kubota Tractor

Total Project Cost	$129,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

Replace Unit 686 a 2015 Kubota tractor

Justification

Unit 686 is a Kubota Ag tractor used in road-side mowing and field work for the park department.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	129,000	0	0	0	0	0	0	0	0	**129,000**
Total	**0**	**129,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**129,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	129,000	0	0	0	0	0	0	0	0	**129,000**
Total	**0**	**129,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**129,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-687
Project Name	Replace Unit #687 2015 Toolcat

Total Project Cost	$60,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

Replace unit #687 a 2015 Bobcat tool cat

Justification

Unit 687 is an utility vehicle used by all divisions of public works. Used as a tool carrier and forklift

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	60,000	0	0	0	0	0	0	0	0	**60,000**
Total	**0**	**60,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**60,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	60,000	0	0	0	0	0	0	0	0	**60,000**
Total	**0**	**60,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**60,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-688
Project Name	Replace Unit 688 2015 Case Loader

Total Project Cost	$235,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	15 years		

Description

Replace Unit #688 a 2015 Case Wheel Loader

Justification

The wheel loader is the city's most versatile pieces of equipment and is used in all facets of public works.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	235,000	0	0	0	0	**235,000**
Total	**0**	**0**	**0**	**0**	**0**	**235,000**	**0**	**0**	**0**	**0**	**235,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	235,000	0	0	0	0	**235,000**
Total	**0**	**0**	**0**	**0**	**0**	**235,000**	**0**	**0**	**0**	**0**	**235,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-689
Project Name	Replace 2015 Kubota UTV Unit #689

Total Project Cost	$32,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

Replace Unite #689 - 2015 Kubota UTV

Justification

This unit is used by the Park department for routine maintenance.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	32,000	0	0	0	0	0	0	0	0	0	**32,000**
Total	**32,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**32,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Equipment Revolving Fund	25,000	0	0	0	0	0	0	0	0	0	**25,000**
Trade In/Resale Value	7,000	0	0	0	0	0	0	0	0	0	**7,000**
Total	**32,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	32,000

Capital Improvement Plan

Ramsey, MN

Project #	PW-690
Project Name	Replace 2015 Kubota Mower

Total Project Cost	$20,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

Replace Unit #690 - Kubota Mower

Justification

This unit is used by all of the departments for routine maintenance.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	20,000	0	0	0	0	0	0	0	0	0	**20,000**
Total	**20,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**20,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	17,500	0	0	0	0	0	0	0	0	0	**17,500**
Trade In/Resale Value	2,500	0	0	0	0	0	0	0	0	0	**2,500**
Total	**20,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**20,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-691A
Project Name	Replace 2016 Street Sweeper - Unit #691

Total Project Cost	$330,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	9 years		

Description

Replace Unit #691 - 2016 Street Sweeper

Justification

This unit is used by the street department for storm water maintenance.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	330,000	0	0	0	0	0	0	0	0	0	**330,000**
Total	**330,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**330,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Storm Water Utility Fund	310,000	0	0	0	0	0	0	0	0	0	**310,000**
Trade In/Resale Value	20,000	0	0	0	0	0	0	0	0	0	**20,000**
Total	**330,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**330,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-692A
Project Name	Replace 2016- 1-ton truck Unit #692

Total Project Cost	$109,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

Replace unit #692 a 2016 1-ton pick-up.

Justification

This unit is used by the street department for street maintenance and snow removal.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	109,000	0	0	0	0	0	0	0	0	**109,000**
Total	**0**	**109,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**109,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	109,000	0	0	0	0	0	0	0	0	**109,000**
Total	**0**	**109,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**109,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-694A
Project Name	Replace 2018 Street Sweeper - Unit #694

Total Project Cost	$330,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	9 years		

Description

Replace unit #694 a 2018 street sweeper.

Justification

This unit is used by the street department for storm water maintenance.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	330,000	0	0	0	0	0	0	0	**330,000**
Total	**0**	**0**	**330,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**330,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Storm Water Utility Fund	0	0	330,000	0	0	0	0	0	0	0	**330,000**
Total	**0**	**0**	**330,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**330,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-695
Project Name	Replace 2017 UTV - Unit #695

Total Project Cost	$29,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

Replace Unit #695 a 2017 UTV.

Justification

This unit is used by the park department for athletic field maintenance.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	29,000	0	0	0	0	0	0	0	**29,000**
Total	**0**	**0**	**29,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**29,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	29,000	0	0	0	0	0	0	0	**29,000**
Total	**0**	**0**	**29,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**29,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-696
Project Name	Replace 2017 UTV - Unit #696

Total Project Cost	$29,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

Replace Unit #696 a 2017 UTV.

Justification

This unit is used by the street department for weed control and other maintenance activities.

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	29,000	0	0	0	0	0	0	0	**29,000**
	Total	**0**	**0**	**29,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**29,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	29,000	0	0	0	0	0	0	0	**29,000**
	Total	**0**	**0**	**29,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**29,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-702
Project Name	New Small Utility Vehicle (Electric?)

Total Project Cost	$35,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	20 years		

Description

Small utility vehicle - look at possibility of electric vehicle.

Justification

This piece of equipment would be used primarily as a park maintenance vehicle.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	35,000	0	0	0	0	**35,000**
Total	**0**	**0**	**0**	**0**	**0**	**35,000**	**0**	**0**	**0**	**0**	**35,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	35,000	0	0	0	0	**35,000**
Total	**0**	**0**	**0**	**0**	**0**	**35,000**	**0**	**0**	**0**	**0**	**35,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-703
Project Name	New 1-Ton Pickup With Box & Plow Equipment

Total Project Cost	$112,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	4-New Addition (Med)	Status	Active
Useful Life	10 years		

Description

1-Ton pickup with box and plow equipment.

Justification

This piece of equipment would be used for park maintenance functions, as well as snowplowing.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	112,000	0	0	0	0	0	0	**112,000**
Total	**0**	**0**	**0**	**112,000**	**0**	**0**	**0**	**0**	**0**	**0**	**112,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	112,000	0	0	0	0	0	0	**112,000**
Total	**0**	**0**	**0**	**112,000**	**0**	**0**	**0**	**0**	**0**	**0**	**112,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-705
Project Name	Replace 2018 Ford F-250 Extended Cab: Unit #601

Total Project Cost	$75,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

Replacement for PW Unit #601 a 2018 Ford F250 Extended Cab

Justification

This vehicle will be reaching its useful life expectancy. This equipment is used in park maintenance activities as well as snow removal

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	0	75,000	0	0	0	0	0	0	**75,000**
	Total	**0**	**0**	**0**	**75,000**	**0**	**0**	**0**	**0**	**0**	**0**	**75,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	0	75,000	0	0	0	0	0	0	**75,000**
	Total	**0**	**0**	**0**	**75,000**	**0**	**0**	**0**	**0**	**0**	**0**	**75,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-706
Project Name	Replace 2017 International Plow Truck: Unit # 693

Total Project Cost	$310,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	14 years		

Description

2017 International Plow Truck: Unit #693

Justification

This vehicle will be reaching its useful life expectancy. This equipment is used in Street Department maintenance activities, but its main function is snow plowing.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	310,000	0	0	0	**310,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**310,000**	**0**	**0**	**0**	**310,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	310,000	0	0	0	**310,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**310,000**	**0**	**0**	**0**	**310,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-707
Project Name	Replace 2018 Ford F350 With Box: Unit #697

Total Project Cost	$78,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

Replace 2018 Ford F350 with utility box: Unit #697

Justification

This vehicle will be reaching its useful life expectancy. This equipment is used in utility maintenance activities.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	78,000	0	0	0	0	0	0	**78,000**
Total	**0**	**0**	**0**	**78,000**	**0**	**0**	**0**	**0**	**0**	**0**	**78,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Sewer Utility Fund	0	0	0	39,000	0	0	0	0	0	0	**39,000**
Water Utility Fund	0	0	0	39,000	0	0	0	0	0	0	**39,000**
Total	**0**	**0**	**0**	**78,000**	**0**	**0**	**0**	**0**	**0**	**0**	78,000

Capital Improvement Plan

Ramsey, MN

Project #	PW-708
Project Name	Replace 2018 Ford F250 Pickup: Unit #698

Total Project Cost	$75,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

Replace 2018 Ford F250 pickup: Unit #698

Justification

This equipment will be nearing its useful life expectancy. This equipment is used in Street Maintenance activities as well as snow plowing.

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	0	75,000	0	0	0	0	0	0	**75,000**
	Total	**0**	**0**	**0**	**75,000**	**0**	**0**	**0**	**0**	**0**	**0**	**75,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	0	75,000	0	0	0	0	0	0	**75,000**
	Total	**0**	**0**	**0**	**75,000**	**0**	**0**	**0**	**0**	**0**	**0**	**75,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-709
Project Name	Replace 2018 Ford F350 -Dump & Plow: Unit #699

Total Project Cost	$112,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

Replace 2018 Ford F350 with dump body and plow: Unit #699

Justification

This vehicle will be reaching its useful life expectancy. This equipment is used in Park department maintenance activities, as well as snow plowing.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	112,000	0	0	0	0	0	0	**112,000**
Total	**0**	**0**	**0**	**112,000**	**0**	**0**	**0**	**0**	**0**	**0**	**112,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	112,000	0	0	0	0	0	0	**112,000**
Total	**0**	**0**	**0**	**112,000**	**0**	**0**	**0**	**0**	**0**	**0**	**112,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-716
Project Name	Replace Unit #611 2019 Chev Pickup

Total Project Cost	$65,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	15 years		

Description

Replace Unit #611- 2019 Chevrolet Pickup used by the utility department

Justification

Unit #611 is a Chevrolet pickup used by the utility department and as a backup snow plow vehicle.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	65,000	0	0	0	0	0	**65,000**
Total	**0**	**0**	**0**	**0**	**65,000**	**0**	**0**	**0**	**0**	**0**	**65,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	65,000	0	0	0	0	0	**65,000**
Total	**0**	**0**	**0**	**0**	**65,000**	**0**	**0**	**0**	**0**	**0**	**65,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-717
Project Name	Replace Unit #602: 2019 Utility Tractor

Total Project Cost	$190,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

Replace Unit #602: 2019 Trackless Sidewalk Machine.

Justification

Unit #602 is a 2019 utility tractor used for snow removal on sidewalks and trails.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	190,000	0	0	0	0	0	**190,000**
Total	**0**	**0**	**0**	**0**	**190,000**	**0**	**0**	**0**	**0**	**0**	**190,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	190,000	0	0	0	0	0	**190,000**
Total	**0**	**0**	**0**	**0**	**190,000**	**0**	**0**	**0**	**0**	**0**	**190,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-718
Project Name	Replace Unit #604: 2019 Backhoe

Total Project Cost	$80,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

Replace Unit #604: 2019 Backhoe

Justification

Unit #604 is a 2019 tractor backhoe used by all divisions of public works

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	80,000	0	0	0	0	0	**80,000**
Total	**0**	**0**	**0**	**0**	**80,000**	**0**	**0**	**0**	**0**	**0**	**80,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	46,000	0	0	0	0	0	**46,000**
Sewer Utility Fund	0	0	0	0	17,000	0	0	0	0	0	**17,000**
Water Utility Fund	0	0	0	0	17,000	0	0	0	0	0	**17,000**
Total	**0**	**0**	**0**	**0**	**80,000**	**0**	**0**	**0**	**0**	**0**	80,000

Capital Improvement Plan

Ramsey, MN

Project #	PW-719
Project Name	Replace Unit #415: 2019 Chevy Silverado Pickup

Total Project Cost	$52,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

Replace Unit #415: 2019 Chevy Silverado Pickup

Justification

Unit #415 is a Chevy Silverado pickup used by the engineering department for field inspections of public infrastructure projects.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	52,000	0	0	0	0	0	**52,000**
Total	**0**	**0**	**0**	**0**	**52,000**	**0**	**0**	**0**	**0**	**0**	**52,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	52,000	0	0	0	0	0	**52,000**
Total	**0**	**0**	**0**	**0**	**52,000**	**0**	**0**	**0**	**0**	**0**	**52,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-721
Project Name	Replace Unit 616 - 2021 Bobcat Skidsteer

Total Project Cost	$75,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

Replacement for Unit #616 a 2021 Bobcat Skidsteer

Justification

Unit 616 will be 10-years old in 2031 and should be evaluated for replacement.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	75,000	0	0	0	**75,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**75,000**	**0**	**0**	**0**	**75,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	75,000	0	0	0	**75,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**75,000**	**0**	**0**	**0**	**75,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-722
Project Name	Replace Unit 620 - 2021 F350

Total Project Cost	$112,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

Replacement truck for Unit #620 a 2021 Ford F350

Justification

Unit 620 will be 10-years old and should be evaluated for replacement.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	112,000	0	0	0	**112,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**112,000**	**0**	**0**	**0**	**112,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	112,000	0	0	0	**112,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**112,000**	**0**	**0**	**0**	**112,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-724
Project Name	Replacement truck for Unit 622 -2022 Western Star

Total Project Cost	$320,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	14 years		

Description

Replacement truck for Unit 622 - 2022 Western Star Plow Truck

Justification

Unit 622 will be 10-years old and should be looked at for replacement

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	0	0	320,000	0	**320,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**320,000**	**0**	**320,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	0	0	320,000	0	**320,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**320,000**	**0**	**320,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-725
Project Name	Replace unit 624 - 2021 KMI Patching Trailer

Total Project Cost	$40,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

Replacement trailer for 2021 asphalt patching trailer - Unit 624

Justification

The trailer will be 10-years old and should be looked at for replacement.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	40,000	0	0	0	**40,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**40,000**	**0**	**0**	**0**	**40,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	40,000	0	0	0	**40,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**40,000**	**0**	**0**	**0**	**40,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-726
Project Name	Replace Unit 679 - 2013 Toro Wide Area Mower

Total Project Cost	$120,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	7 years		

Description

Replacement equipment for unit 679 a 2013 Toro Area*Wide Mower

Justification

This unit is replaced on a 7-year cycle for reliability and trade*in value.

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	0	120,000	0	0	0	0	0	0	**120,000**
	Total	**0**	**0**	**0**	**120,000**	**0**	**0**	**0**	**0**	**0**	**0**	**120,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	0	120,000	0	0	0	0	0	0	**120,000**
	Total	**0**	**0**	**0**	**120,000**	**0**	**0**	**0**	**0**	**0**	**0**	**120,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-727
Project Name	Replace Unit 618 a 2021 Felling Trailer

Total Project Cost	$13,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

Replacement trailer for Unit #618. A 2021 Felling Trailer.

Justification

This trailer will be 10-years old and should be evaluated for replacement.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	13,000	0	0	0	**13,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**13,000**	**0**	**0**	**0**	**13,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	13,000	0	0	0	**13,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**13,000**	**0**	**0**	**0**	**13,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-728
Project Name	Replace Unit 623 - 2021 H&H Tandem Mow Trailer

Total Project Cost	$12,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

Replacement trailer for Unit #623 a 2021 H&H Tandem Mow Trailer.

Justification

Unit 623 will be 10-years old and should be evaulated for replacement.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	12,000	0	0	0	**12,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**12,000**	**0**	**0**	**0**	**12,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	12,000	0	0	0	**12,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**12,000**	**0**	**0**	**0**	**12,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-729
Project Name	Replace Unit 615 - 2021 Kubota Skid Steer

Total Project Cost	$60,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

Replacement for Unit #615 a 2021 Kubota Skid Steer

Justification

Unit #615 will be 10-years old and should be evaluated for replacement.

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	0	0	0	0	60,000	0	0	0	**60,000**
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**0**	**0**	**60,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	0	0	0	0	60,000	0	0	0	**60,000**
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**60,000**	**0**	**0**	**0**	**60,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-736
Project Name	Second Fuel Island at Public Works

Total Project Cost	$300,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	2-New Addition (High)	Status	Active
Useful Life	25 years		

Description

Add a second diesel/gasoline fuel island at the Public Works Facility with above-ground tanks.

Justification

This project will increase capacities of diesel and gasoline fuels available for our fleet of vehicles to ensure we do not run out of fuel between deliveries. Following completion of the $16.5M Public Works Facility in 2021, all departments began fueling city vehicles at PW instead of purchasing fuel at retail pumps saving over $10,000 annually across all city departments. Due to the volume of fuel pumped, PW staff must order bulk fuel deliveries every 3-5 business days, which is inefficient to monitor and provides minimal fuel reserves should fuel be delayed. Additionally, after snow plowing events, multiple plow trucks can wait to fuel up to a quarter of an hour. A second fuel pump island will save staff and equipment idle time each full-scall plowing event while increasing fuel reserves. Individual department funding: Police (30%), Public Works (30%), Fire (30%) and Administration (10%).

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	300,000	0	0	0	0	0	0	0	**300,000**
Total	**0**	**0**	**300,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**300,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	300,000	0	0	0	0	0	0	0	**300,000**
Total	**0**	**0**	**300,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**300,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-737
Project Name	Replace Unit 672 - 2009 Sterling Single Axle Plow

Total Project Cost	$310,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	14 years		

Description

Replace Unit #672 - 2009 Sterling Single Axle Plow Truck

Justification

Unit #672 is scheduled for replacement in 2026. This is the oldest plow truck in the city fleets and is well past its life expectancy. As vehicles age they require more frequent and costly repairs, especially when operated in a harsh environment. Actual year of replacement will be reviewed and adjusted annually. Current market trends indicate a delivery timeline of one year or more from date of order. Estimated cost is based on state bid prices.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	310,000	0	0	0	0	0	0	0	0	**310,000**
Total	**0**	**310,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**310,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	295,000	0	0	0	0	0	0	0	0	**295,000**
Trade In/Resale Value	0	15,000	0	0	0	0	0	0	0	0	**15,000**
Total	**0**	**310,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	310,000

Capital Improvement Plan

Ramsey, MN

Project #	PW-738
Project Name	Replace Unit 682 - 2015 International Plow Truck

Total Project Cost	$310,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	14 years		

Description

Replace Unit #682 -2015 International Single-Axle plow truck

Justification

Unit #682 is scheduled for replacement in 2029. As vehicles age they require more frequent and costly repairs, especially when operated in a harsh environment. Actual year of replacement will be reviewed and adjusted annually. Current market trends indicate a delivery timeline of one year or more from date of order. Estimated cost is based on state bid prices.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	310,000	0	0	0	0	0	**310,000**
Total	**0**	**0**	**0**	**0**	**310,000**	**0**	**0**	**0**	**0**	**0**	**310,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	310,000	0	0	0	0	0	**310,000**
Total	**0**	**0**	**0**	**0**	**310,000**	**0**	**0**	**0**	**0**	**0**	310,000

Capital Improvement Plan

Ramsey, MN

Project #	PW-739
Project Name	Replace Unit 600 - 2019 Western Star Plow Truck

Total Project Cost	$320,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	14 years		

Description

Replace Unit #600 - 2019 Western Star Single Axle Plow Truck

Justification

Unit #600 is scheduled for replacement in 2032. As vehiciles age they require more frequent and costly repairs, especially when operated in a harsh environment. Actual year of replacement will be reviewed and adjusted annually. Current market trends indicate a delivery timeline of one year or more from date of order. Estimated cost is based on state bid prices.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	0	0	320,000	0	0	**320,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**320,000**	**0**	**0**	**320,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	0	0	320,000	0	0	**320,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**320,000**	**0**	**0**	**320,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-740
Project Name	New F350 4X4 with Utility Box an Boss V-Plow

Total Project Cost	$150,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

New F350 4X4 with Utility Box and 9'2" Boss V-Plow

Justification

This new one-ton truck will be outfitted for the sign shop maintenance worker with sign materials preloaded. Sign materials are constantly being loaded and unloaded from the Streets department truck currently used for street signing, which is inefficient for Streets Division staff, costing staff time and inefficiencies. This new truck will decrease the time spent on sign functions while also being utilized during winter months for snow plowing.

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	150,000	0	0	0	0	0	0	0	**150,000**
	Total	**0**	**0**	**150,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**150,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	150,000	0	0	0	0	0	0	0	**150,000**
	Total	**0**	**0**	**150,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**150,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-741
Project Name	New 2-Post Rotary Lift

Total Project Cost	$35,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	4-New Addition (Med)	Status	Active
Useful Life	20 years		

Description

New 2-Post 16,000 pound rotary lift for mechanics bay.

Justification

New $16,000 pound vehicle lift outfitted in a pre-planned area of the mechanics bay. As the city continues to grow and equipment/vehicles get bigger, city will not have the capacity to safely lift the bigger vehicles for maintenance due to lower weight capacities of city's current lifts.

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		0	0	35,000	0	0	0	0	0	0	0	**35,000**
	Total	**0**	**0**	**35,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**35,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		0	0	35,000	0	0	0	0	0	0	0	**35,000**
	Total	**0**	**0**	**35,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**35,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-758
Project Name	Replace 2020 Ford F-250 Standard Cab

Total Project Cost	$80,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	15 years		

Description

Replace 2020 Ford F-250 Standard Cab

Justification

This vehicle will be reaching its useful life expectancy. The vehicle will be used for park maintenance as well as snow removal

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	0	0	0	80,000	0	0	0	0	**80,000**
Total	**0**	**0**	**0**	**0**	**0**	**80,000**	**0**	**0**	**0**	**0**	**80,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	0	0	0	80,000	0	0	0	0	**80,000**
Total	**0**	**0**	**0**	**0**	**0**	**80,000**	**0**	**0**	**0**	**0**	**80,000**

Project #	PW-759
Project Name	Replace 2007 Tandem Axle Plow Truck #662

Total Project Cost	$340,000	Department	Capital Equipment
Type	Eqpt Replacement	Category	Capital Equipment
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	20 years		

Description

Western Star Tandem-Axle Dump Truck with Plow Equipment

Justification

This truck will replace truck #662 a 2007 tandem axle pow truck. The recent improvements made to the downtown area have decreased the area to stack the snow. Over the next few years we will need to start hauling away snow and this piece of equipment will be in our snow removal process. Using the "Fleet Capital Equipment Points Guidelines" this vehicle has accumulated 38 point. At 28 points and above this vehicle has reached Condition IV which suggests the "Vehicle Needs Immediate Consideration for Replacement".

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	340,000	0	0	0	0	0	0	0	**340,000**
Total	**0**	**0**	**340,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**340,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy	0	0	340,000	0	0	0	0	0	0	0	**340,000**
Total	**0**	**0**	**340,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	340,000

Capital Improvement Plan

Ramsey, MN

Project #	PW-760
Project Name	Central Park Cameras

Total Project Cost	$30,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

Install cameras on the Lions Pavillion, Park Center building and warming house at Central Park.

Justification

These cameras would help deter some of the vandalism currently occurring throughout Central Park. Each year it seems like this vandalism is increasing to a point where numerous staff hours from not only the parks department but also from the building department are being spent on repairs. This includes ripping sinks, paper towel dispensers, toilet paper holders and baby changing tables off the walls. Purposely clogging toilets and graffiti are almost a weekly occurrence. Cameras on the outside of these buildings could help in eliminating at least some of these issues. Cameras were installed on the outside of the Elmcrest Park building a few years ago which has drastically cut down on vandalism.

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		30,000	0	0	0	0	0	0	0	0	0	**30,000**
	Total	**30,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**30,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvement Trust Fund		30,000	0	0	0	0	0	0	0	0	0	**30,000**
	Total	**30,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**30,000**

Capital Improvement Plan

Ramsey, MN

Project #	PW-761
Project Name	Utilities Work Truck/Snow Plow

Total Project Cost	$66,675	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

Utilities Truck/Snow Plow

Justification

Utilities department needs an additional work truck, we are adding an additional employee in 2025. The vehicle will be used for daily work as well as plowing our 21 sites.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	66,675	0	0	0	0	0	0	0	0	0	**66,675**
Total	**66,675**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**66,675**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Sewer Utility Fund	33,350	0	0	0	0	0	0	0	0	0	**33,350**
Water Utility Fund	33,325	0	0	0	0	0	0	0	0	0	**33,325**
Total	**66,675**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**66,675**

Capital Improvement Plan

Ramsey, MN

Project #	PW-762
Project Name	Brush Bandit/19XPC Wood Chipper

Total Project Cost	$85,000	Department	Capital Equipment
Type	Equipment	Category	Capital Equipment
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

Brush Bandit Intimidator 19XPC Wood Chipper

Justification

Requesting a new Bandit Chipper with a 19" throat to add to our fleet. With the emergence of Emerald Ash Borer throughout the entire City on top of trimming trails, sidewalks, parks, storm damage, right-of-way maintenance and storm ponds, we are falling short by only having two crews out for tree removal. Many of these trees that we are running into are too big for our current 12" chipper's capabilities which is costing us man-hours and efficiencies by having to load a separate truck to jaul back oversized trees to be dumped at our shop rather than quickly chipping them as they fall. This is a good purchase that can be utilized by all departments with year-round use while also covering more areas simultaniously by having an additional crew out in the field.

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment		85,000	0	0	0	0	0	0	0	0	0	**85,000**
	Total	**85,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**85,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
General Fund-Property Tax Levy		85,000	0	0	0	0	0	0	0	0	0	**85,000**
	Total	**85,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**85,000**

Capital Improvement Plan

Ramsey, MN

Project #	04-BLDG-002
Project Name	Community Center Construction

Total Project Cost	$20,000,000	Department	Municipal Buildings
Type	Buildings	Category	Municipal Building
Priority	5-Opportunity/Unfunded/Placeholder	Status	Active
Useful Life	50 years		

Description

The Community Center would include recreational areas such as a indoor playground, restaurant, outdoor dining with beer garden and lawn games. It would also include meeting rooms for various organizations to hold banquets, trade shows and monthly meetings, etc. Construction of a community center may rely on a partnership with another organization(s).

Justification

Per public consensus, the need for a Community Center is a justified expenditure of public financing. Currently, Ramsey residents must leave the City limits and drive a considerable distance to get to such a facility.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Building Cost/Construction	0	0	0	0	0	0	0	0	0	20,000,000	**20,000,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**20,000,000**	**20,000,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
To Be Determined	0	0	0	0	0	0	0	0	0	20,000,000	**20,000,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**20,000,000**	**20,000,000**

Capital Improvement Plan

Ramsey, MN

Project #	08-BLDG-005
Project Name	Old Town Hall Restoration

Total Project Cost	$221,300	Department	Municipal Buildings
Type	Improvement	Category	Municipal Building
Priority	5-Opportunity/Unfunded/Placeholder	Status	Active
Useful Life	25 years		

Description

Option 1: Total: $195,000: Move Historic Town Hall to the Northstar Rail Station Site $125,000 Const Cost (moving and Stabilization) $ 50,000 Site/foundation $ 20,000 furnishing/equip- Option 2: Total: $221,300: Improve private access street to public standard. $125,000 Const Cost $ 20,000 ROW $ 56,300 Road Construction $ 20,000 Furn/equip

Justification

Historic Town Hall is a city facility that is in need of restoration completion. Options include moving it from the site to the COR to serve as a library kiosk, trailhead, and potentially house restrooms.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Building Cost/Construction	0	0	0	0	0	0	0	0	125,000	0	**125,000**
Improvements Other than Building Cost	0	0	0	0	0	0	0	0	76,300	0	**76,300**
Furnishings/Equipment	0	0	0	0	0	0	0	0	20,000	0	**20,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**221,300**	**0**	**221,300**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
To Be Determined	0	0	0	0	0	0	0	0	221,300	0	**221,300**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**221,300**	**0**	**221,300**

Capital Improvement Plan

Ramsey, MN

Project #	20-BLDG-002
Project Name	City Hall Repair Exterior

Total Project Cost	$225,000	Department	Municipal Buildings
Type	Improvement	Category	Municipal Building
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	25 years		

Description

City Hall landscaping

Justification

Repair/replace and upgrade exterior retaining walls and wall caps.

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost		0	0	0	0	225,000	0	0	0	0	0	**225,000**
	Total	**0**	**0**	**0**	**0**	**225,000**	**0**	**0**	**0**	**0**	**0**	**225,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Capital Maintenance Fund		0	0	0	0	225,000	0	0	0	0	0	**225,000**
	Total	**0**	**0**	**0**	**0**	**225,000**	**0**	**0**	**0**	**0**	**0**	**225,000**

Capital Improvement Plan

Ramsey, MN

Project #	20-BLDG-006
Project Name	Replace City Hall Caulking/Grout

Total Project Cost	$20,000	Department	Municipal Buildings
Type	Improvement	Category	Municipal Building
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	15 years		

Description

Remove and replacement of bad caulking and grout on City Hall -$20,000

Justification

Caulk is starting to dry out and pull away from the joints allowing water to infiltrate.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	20,000	0	0	0	0	0	0	0	0	0	**20,000**
Total	**20,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**20,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Capital Maintenance Fund	20,000	0	0	0	0	0	0	0	0	0	**20,000**
Total	**20,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**20,000**

Capital Improvement Plan

Ramsey, MN

Project #	25-BLDG-001
Project Name	PD Garage Floor Polymer System

Total Project Cost	$38,100	Department	Municipal Buildings
Type	Improvement	Category	Municipal Building
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	50 years		

Description

Repair/replace existing Garage Floor in PD with a new polymer system

Justification

Significant chipping/cracking, no longer sealed

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	38,100	0	0	0	0	0	0	0	0	**38,100**
Total	**0**	**38,100**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**38,100**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Capital Maintenance Fund	0	38,100	0	0	0	0	0	0	0	0	**38,100**
Total	**0**	**38,100**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**38,100**

Capital Improvement Plan

Ramsey, MN

Project #	04-PARK-003
Project Name	Elmcrest Park & The Draw Entrance Monument & Sign

Total Project Cost	$80,000	Department	Park Improvements
Type	Improvement	Category	Park Improvement
Priority	2-New Addition (High)	Status	Active
Useful Life	20 years		

Description

Entrance signing for Elmcrest Park would consist of a substantial way-finding sign and associated landscape sited near the intersection of Quicksilver Street and 167th Avenue. For the Draw, the sign would function as a monument for the park name and also potentially to advertise upcoming events.

Justification

The 100+ acre Elmcrest community park may warrant an attractive entrance monument benefitting the park's prominence in the community. Additionally, there will be continuing events where many hundreds of out-of-Ramsey visitors will come to the park. The monument will function as a way-finding sign and also to remind visitors that they are in Ramsey. For The Draw, the monument would describe for the community the name of the park and amphitheater (a minor issue presently). Plus, if the advertising space was digital (versus posters), there could be a modest revenue stream from non-municipal sources.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	80,000	0	0	0	0	0	0	0	0	0	**80,000**
Total	**80,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**80,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvement Trust Fund	80,000	0	0	0	0	0	0	0	0	0	**80,000**
Total	**80,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**80,000**

Capital Improvement Plan

Ramsey, MN

Project #	06-PARK-015
Project Name	Observation deck on the Mississippi E of Dolomite

Total Project Cost	$100,000	Department	Park Improvements
Type	Improvement	Category	Park Improvement
Priority	4-New Addition (Med)	Status	Active
Useful Life	20 years		

Description

On the south side of Riverdale Drive, east of Dolomite exists a storm water discharge point to the river. This project discusses an observation deck at the top of the bluff over the existing storm sewer easement, concurrent with the residential development of the land there.

Justification

This access may provide improved maintenance to the storm outlet, but the primary public value would be to maintain contact with the river by residents for the remarkable view, and as a rest point along the National, Mississippi River Trail. This project would be combined, and funded as part of the development of the privately owned property.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	100,000	0	0	0	0	0	0	**100,000**
Total	**0**	**0**	**0**	**100,000**	**0**	**0**	**0**	**0**	**0**	**0**	**100,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvement Trust Fund	0	0	0	100,000	0	0	0	0	0	0	**100,000**
Total	**0**	**0**	**0**	**100,000**	**0**	**0**	**0**	**0**	**0**	**0**	100,000

Capital Improvement Plan

Ramsey, MN

Project #	06-PARK-019
Project Name	Trail Connections

Total Project Cost	$110,000	Department	Park Improvements
Type	Improvement	Category	Park Improvement
Priority	2-New Addition (High)	Status	Active
Useful Life	20 years		

Description

This project would include the installation of one or more of the several high priority connections linking segments of the city's trail system as opportunities and funding become available. Examples: -142nd Ave, east of TH#47, north to Xkimo Street (Est $80,000) -North Commons Neighborhood Trail Link at Zeolite Street - Projected for 2023 (Est.$30,000) -Boardwalk parallel with Trott Brook, west of Variolite Street (Est $110,000)

Justification

The increase demand in use of the city's trail system compels the continued development of the trail system. Resident requests for improved trail system connections are reflected in priority projects. Trails will also move people off high speed roadways and improve transportation and safety - an objective that is aligned within the strategic goal of a Connected Community.

Expenditures		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost		80,000	30,000	0	0	0	0	0	0	0	0	**110,000**
	Total	**80,000**	**30,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**110,000**

Funding Sources		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvement Trust Fund		80,000	30,000	0	0	0	0	0	0	0	0	**110,000**
	Total	**80,000**	**30,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	110,000

Capital Improvement Plan

Ramsey, MN

Project #	08-PARK-005
Project Name	Park Development in The COR

Total Project Cost	$3,430,200	Department	Park Improvements
Type	Improvement	Category	Park Improvement
Priority	2-New Addition (High)	Status	Active
Useful Life	20 years		

Description

This proposed Capital Improvement represents continued park development in The COR, began in 2024. There are three categories of intra-related projects:

-Landscape and irrigation for Municipal Plaza and along Center Street.

-Landscape and Aquatic habitat establishment, and access for the 7-acre pond at The Waterfront.

-Develop plans and specifications and construct the water play area and supporting infrastructure.

Justification

Private development in The COR have provided Park Dedication fees that will fund a portion of the planned-for park improvements in Ramsey's downtown - specifically the water play aspects of The Waterfront community park. Additionally, when larger full-service community building is completed, The Waterfront will be a sub-regional destination for the city - becoming an economic driver for retail activity in The COR, while providing a myriad of unique recreational opportunities for residents.

Prior	Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
430,200	Improvements Other than Building Cost	3,000,000	0	0	0	0	0	0	0	0	0	**3,000,000**
	Total	**3,000,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**3,000,000**

Prior	Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
430,200	Park Improvement Trust Fund	3,000,000	0	0	0	0	0	0	0	0	0	**3,000,000**
	Total	**3,000,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**3,000,000**

Capital Improvement Plan

Ramsey, MN

Project #	17-PARK-006
Project Name	Field Lighting - Central or Alpine Park

Total Project Cost	$200,000	Department	Park Improvements
Type	Improvement	Category	Park Improvement
Priority	4-New Addition (Med)	Status	Active
Useful Life	20 years		

Description

Proposed improvement is for additional athletic field lighting for a community park for fall sport use. This project would be an opportunity to partner with PACT and ARAA.

Justification

Fall sports, most notably soccer and football, are constrained by shorter daylight, and are benefited by field lighting.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	200,000	0	0	0	0	**200,000**
Total	**0**	**0**	**0**	**0**	**0**	**200,000**	**0**	**0**	**0**	**0**	**200,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Lawful Gambling Fund	0	0	0	0	0	150,000	0	0	0	0	**150,000**
Grants/Outside Sources	0	0	0	0	0	50,000	0	0	0	0	**50,000**
Total	**0**	**0**	**0**	**0**	**0**	**200,000**	**0**	**0**	**0**	**0**	200,000

Capital Improvement Plan

Ramsey, MN

Project #	17-PARK-007
Project Name	Northfork North Trail Connection

Total Project Cost	$150,000	Department	Park Improvements
Type	Improvement	Category	Park Improvement
Priority	2-New Addition (High)	Status	Active
Useful Life	20 years		

Description

Construct 8 foot crushed granite trail through Outlot B, Northfork and Outlot A. Northfork Trail addition within dedicated 16' easement. Timing of the construction should occur outside of the Oak Wilt concern months of May-July.

Justification

Trail connection constructed in lieu of on-road bicycle land on Andrie Street and 164th Lane NW per permanent pedestrian and bicycle trail easement agreement granted by Northfork Homeowner's Association on May 19th, 2016.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	150,000	0	0	0	0	0	0	0	0	0	**150,000**
Total	**150,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**150,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvement Trust Fund	150,000	0	0	0	0	0	0	0	0	0	**150,000**
Total	**150,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**150,000**

Capital Improvement Plan

Ramsey, MN

Project #	18-PARK-003
Project Name	Amphitheater Lighting

Total Project Cost	$40,000	Department	Park Improvements
Type	Improvement	Category	Park Improvement
Priority	2-New Addition (High)	Status	Active
Useful Life	20 years		

Description

Lighting enhancements and audio conduits at The Draw.

Justification

Additional lighting within the amphitheater is justified for concerts that go later into the evening and in the later summer. Conduit and cable for audio (additional speakers) is likewise merited for larger events at the park.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	40,000	0	0	0	0	0	0	0	0	0	**40,000**
Total	**40,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**40,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvement Trust Fund	40,000	0	0	0	0	0	0	0	0	0	**40,000**
Total	**40,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**40,000**

Capital Improvement Plan

Ramsey, MN

Project #	18-PARK-005
Project Name	Aeration for Sunfish Lake & The Draw

Total Project Cost	$40,000	Department	Park Improvements
Type	Improvement	Category	Park Improvement
Priority	2-New Addition (High)	Status	Active
Useful Life	20 years		

Description

This project would install two separate aeration systems at The Draw and also at Sunfish Lake. Project elements include contracted installation, electrical power supply, signing, permitting and public notifications. A solar-powered system may be considered at Sunfish Lake - possibly with partial grant funding. Note: The General Fund Budget would need to be adjusted to accommodate both annual electric expense and other O&M costs estimated at $1,000 to $2,000 annually.

Justification

Both Sunfish Lake and The Draw have become popular destinations for youth fishing for panfish. During certain winter conditions, shallow water bodies can experience 'winterkill'. The two separate aeration systems would pump oxygen and circulate the water, maintaining the fish populations and the attendant recreational resource.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	40,000	0	0	0	0	0	0	0	0	**40,000**
Total	**0**	**40,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**40,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvement Trust Fund	0	40,000	0	0	0	0	0	0	0	0	**40,000**
Total	**0**	**40,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**40,000**

Capital Improvement Plan

Ramsey, MN

Project #	21-PARK-001
Project Name	River's Bend South Shelter Replacement

Total Project Cost	$100,000	Department	Park Improvements
Type	Improvement	Category	Park Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	20 years		

Description

The south shelter at River's Bend Park was furnished and constructed by volunteers in the late 1980's. The condition of the shelter aesthetically is poor, and the concrete slab is broken as well.

Justification

Replacement of the shelter with a modern, nice looking facility would expand opportunities for shelter reservations and adding stone seat walls and an outdoor fireplace would enhance its appeal, and use as part of facility rentals.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	100,000	0	0	0	0	0	0	0	0	0	**100,000**
Total	**100,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**100,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvement Trust Fund	100,000	0	0	0	0	0	0	0	0	0	**100,000**
Total	**100,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**100,000**

Capital Improvement Plan

Ramsey, MN

Project #	22-PARK-001
Project Name	Playground Replacement Program

Total Project Cost	$1,200,000	Department	Park Improvements
Type	Equipment	Category	Park Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	20 years		

Description

Consistent with the Playground Replacement Policy, this project worksheet reflects the anticipated replacement of a playground and associated park rejuvenation each year of the CIP. The aforementioned policy document forecasts the next three playgrounds for consideration as: Central, Solstice Park and Riverdale.

Justification

The city of Ramsey has seventeen playgrounds that will need to be replaced in the future. Due to fiscal and administrative constraints, as well as the varying ages and conditions of the city's playgrounds, the replacements are to be carried out over the span of more than a decade. As of the writing of this policy six of the city's playgrounds have reached the end of their twenty-year useful lifespan and over the next decade, nine more will have reached that point. Consequently, subsequent CIP's can be expected to 'pick-up' where this plan ends.

Prior	Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
300,000	Improvements Other than Building Cost	100,000	100,000	100,000	100,000	100,000	100,000	100,000	0	100,000	100,000	**900,000**
	Total	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**0**	**100,000**	**100,000**	**900,000**

Prior	Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
300,000	Lawful Gambling Fund	100,000	100,000	100,000	100,000	100,000	100,000	100,000	0	100,000	100,000	**900,000**
	Total	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**0**	**100,000**	**100,000**	**900,000**

Capital Improvement Plan

Ramsey, MN

Project #	24-PARK-001
Project Name	Park Building(s) Stabilization

Total Project Cost	$95,000	Department	Park Improvements
Type	Improvement	Category	Park Improvement
Priority	2-New Addition (High)	Status	Active
Useful Life	50 years		

Description

This project would consist of minor repairs to the farm house to bring it into housing code compliance, and stabilize and secure the historic barns at the site of the city's sixth community park.

Justification

The City had projected the need for a future Community Park #6 in the area north of Trott Brook for decades, and more recently as part of the 2040 Comprehensive Plan - and the park was dedicated as part of a 2022 residential plat. Buildings will be adapted to be reused for public park uses, including the possiblity of an Event Center. This project will stabilize the historic barn, and also bring the farm house up to code such that it may me leased until the City begins park development

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	95,000	0	0	0	0	0	0	0	0	0	**95,000**
Total	**95,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**95,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvement Trust Fund	95,000	0	0	0	0	0	0	0	0	0	**95,000**
Total	**95,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**95,000**

Capital Improvement Plan

Ramsey, MN

Project #	25-PARK-001
Project Name	Alpine & Armstrong Roundabout Landscaping

Total Project Cost	$40,000	Department	Park Improvements
Type	Improvement	Category	Park Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	20 years		

Description

Install boulders, perennial grasses, plants, trees and/or shrubs, as well as irrigation modifications. Planning required to determine full scope of landscaping. $40,000 will cover minimal landscaping. Timing follows completion of all Ramsey Gateway Highway 10 roundabouts. A water service line was stubbed into the center island.

Justification

Improve safety and help to promote the vision of the COR area.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	40,000	0	0	0	0	0	0	0	**40,000**
Total	**0**	**0**	**40,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**40,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Public Improvement Revolving Fund	0	0	40,000	0	0	0	0	0	0	0	**40,000**
Total	**0**	**0**	**40,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**40,000**

Capital Improvement Plan

Ramsey, MN

Project #	25-PARK-002
Project Name	Outdoor Hockey Rinks

Total Project Cost	$400,000	Department	Park Improvements
Type	Improvement	Category	Park Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	20 years		

Description

Replacement of the Central Park hockey rink boards and lights. This project would require the removal of the wooden rink boards and replace with new poly rink panels. Also, included in this project would be the removal and replacement of the old wooden light stanchions with new metal poles and LED lights. The ground surface in each rink would be upgraded to asphalt.

Justification

The current rink boards and lights have been in place for over 20 years. The rink boards and their infrastructure are long past their useful life as is the rink lighting system. Staff repairs and replaces several rink boards every year and a contractor has to be hired to repair and replace lights that are not functioning properly. A lot of safety concerns are dealt with every year but they're becoming more prevalent. Paving the rink ground surface would benefit the city by using less water (approximately 115,000 initial flooding gallons) and save at least 80 staff hours to build the ice sheet. These saved staff hours along with new poly rink boards would require less maintenance which in turn would let staff work on other projects. Cost savings for using less water, re-directing staff to other projects, more efficient rink lighting, fuel and maintenance of equipment could approach $15,000 per year.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	400,000	0	0	0	0	0	0	0	0	**400,000**
Total	**0**	**400,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**400,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvement Trust Fund	0	400,000	0	0	0	0	0	0	0	0	**400,000**
Total	**0**	**400,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**400,000**

Capital Improvement Plan

Ramsey, MN

Project #	25-PARK-003
Project Name	Re-roof Park Shelters/Warming House

Total Project Cost	$75,000	Department	Park Improvements
Type	Improvement	Category	Park Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	20 years		

Description

This project would include re-roofing (two) Flintwood Terrace Park shelter roofs, (one) Alpine Park shelter roof and Central Parks warming house.

Justification

All of these roofs have been in place for over 20 years. The shelter roofs have cedar shakes on them which are disintegrating and falling off. The warming house roof has several leaks in it which is allowing moisture to seep into the building.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	75,000	0	0	0	0	0	0	0	0	0	**75,000**
Total	**75,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**75,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvement Trust Fund	75,000	0	0	0	0	0	0	0	0	0	**75,000**
Total	**75,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**75,000**

Capital Improvement Plan

Ramsey, MN

Project #	06-ACQ-002
Project Name	Acquire outlots A in Rivers Bluff & Reilly Estates

Total Project Cost	$20,000	Department	Site Acquisitions
Type	Land	Category	Park Improvement
Priority	5-Opportunity/Unfunded/Placeholder	Status	Active
Useful Life	None		

Description

Along the Rum River in the central part of the city are separate outlots owned by two homeowners associations. Both are very attractive, wooded parcels and connected to existing trail corridors. This project may entail the donation of the land in exchange for passive improvements such as trails, picnic areas or fishing platforms.

Justification

The associations would benefit by realizing these amenities near their homes. The $20,000 expense represents an estimate for real-estate transaction costs, and perhaps park planning to promote the donation. The park plans would generate the development cost projections to be added to a subsequent CIP.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Land Acquisition	0	0	0	0	0	20,000	0	0	0	0	**20,000**
Total	**0**	**0**	**0**	**0**	**0**	**20,000**	**0**	**0**	**0**	**0**	**20,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvement Trust Fund	0	0	0	0	0	20,000	0	0	0	0	**20,000**
Total	**0**	**0**	**0**	**0**	**0**	**20,000**	**0**	**0**	**0**	**0**	**20,000**

Capital Improvement Plan

Ramsey, MN

Project #	08-ACQ-002
Project Name	Alpaca Estates Outlot

Total Project Cost	$35,000	Department	Site Acquisitions
Type	Land	Category	Park Improvement
Priority	5-Opportunity/Unfunded/Placeholder	Status	Active

Description

This particular riverfront lot was not large enough to build on when the plat was filed for recording. Acquisition may also occur if it becomes available through tax forfeiture.

Justification

This lot was the subject of a development proposal to build a single family home, and was denied. Acquisition of this outlot would provide river access in this area and be part of larger public access area and open space along the Mississippi proposed to the west.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Land Acquisition	0	0	0	0	0	0	0	0	35,000	0	**35,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**35,000**	**0**	**35,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvement Trust Fund	0	0	0	0	0	0	0	0	35,000	0	**35,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**35,000**	**0**	**35,000**

Capital Improvement Plan

Ramsey, MN

Project #	24-SEW-002
Project Name	Lift Station #1 Rehab and Generator

Total Project Cost	$65,000	Department	Sewer Utility
Type	Improvement	Category	Sewer Utility Improvement
Priority	2-New Addition (High)	Status	Active
Useful Life	50 years		

Description

Lift Station #1 replace base elbows, guide rails and pumps, all internals to the wet well.

Justification

Lift Station #1 is the oldest station in the City. It averages 60 starts per day, pumping an average of 47,500 gallons of sanitary sewer. This station currently handles all sanitary sewer South of Highway 10 from Ramsey Blvd to Dolomite St. The aging internal infrastructure to the station is in need of replacement to keep the station safe and reliable.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	65,000	0	0	0	0	0	0	0	0	0	**65,000**
Total	**65,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**65,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Sewer Utility Fund	65,000	0	0	0	0	0	0	0	0	0	**65,000**
Total	**65,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**65,000**

Capital Improvement Plan

Ramsey, MN

Project #	25-SEW-001
Project Name	Emergency Backup Generator LS #4

Total Project Cost	$250,000	Department	Sewer Utility
Type	Improvement	Category	Sewer Utility Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	50 years		

Description

Engineering and installation of backup generator for Lift Station #4

Justification

Lift Station #4 services 285 homes as well as receiving the sewer from Lift Station #6 in the Silver Oaks development. It averages 60 starts per day pumping an estimate 35,000 gallons of sewer. Keeping this station running during power outages is imperative to stop sewer backu-ups in multiple neighborhoods.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	250,000	0	0	0	0	0	**250,000**
Total	**0**	**0**	**0**	**0**	**250,000**	**0**	**0**	**0**	**0**	**0**	**250,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Sewer Utility Fund	0	0	0	0	250,000	0	0	0	0	0	**250,000**
Total	**0**	**0**	**0**	**0**	**250,000**	**0**	**0**	**0**	**0**	**0**	**250,000**

Capital Improvement Plan

Ramsey, MN

Project #	25-SEW-002
Project Name	Emergency Backup Generator LS #7

Total Project Cost	$225,000	Department	Sewer Utility
Type	Improvement	Category	Sewer Utility Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	50 years		

Description

Installation of backup generator for Lift Station #7

Justification

Lift station #7 currently services Brookside Elementary School as well as 300 homes in the Brookfield development. This station averages 30,000 gallons of sewage per day. During a large scale power outage, it if difficult to keep up with the flow coming in. Keeping sewage from backing up into residents basements is extremely difficult. Adding a generator will allow us to focus on the other stations needing attention.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	225,000	0	0	0	0	0	0	**225,000**
Total	**0**	**0**	**0**	**225,000**	**0**	**0**	**0**	**0**	**0**	**0**	**225,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Sewer Utility Fund	0	0	0	225,000	0	0	0	0	0	0	**225,000**
Total	**0**	**0**	**0**	**225,000**	**0**	**0**	**0**	**0**	**0**	**0**	**225,000**

Capital Improvement Plan

Ramsey, MN

Project #	12-STRM-001
Project Name	Stormwater Drainage Improvements

Total Project Cost	$695,000	Department	Stormwater Utility
Type	Improvement	Category	Storm Water Utility Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	50 years		

Description

This project will address stormwater drainage problems reported in 2011.

Justification

These projects will add storm sewer pipe, clean ditches and address standing water concerns. - 156th and Armstrong - Clean ditch or add storm sewer 2024: $150,000 - 156th Lane and Juniper Ridge Drive - Install pipe to relieve water backing up in existing pipes 2027: $350,000 (Tied to 21-STR-018)

Prior	Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
170,000	Improvements Other than Building Cost	0	0	350,000	0	0	0	175,000	0	0	0	**525,000**
	Total	**0**	**0**	**350,000**	**0**	**0**	**0**	**175,000**	**0**	**0**	**0**	**525,000**

Prior	Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
170,000	Storm Water Utility Fund	0	0	350,000	0	0	0	175,000	0	0	0	**525,000**
	Total	**0**	**0**	**350,000**	**0**	**0**	**0**	**175,000**	**0**	**0**	**0**	**525,000**

Capital Improvement Plan

Ramsey, MN

Project #	15-STR-003
Project Name	Sunwood Drive Roundabout Landscaping

Total Project Cost	$30,000	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	60 years		

Description

Includes installation of perennial grasses, plants, and trees/shrubs as well as irrigation modification. Planning needs to occur to determine full scope of landscaping. $20,000 will cover minimal landscaping. Timing may coincide with development of the NW quadrant of the COR.

Justification

Promote the vision of The COR area.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	30,000	0	0	0	0	0	0	0	0	0	**30,000**
Total	**30,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**30,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Public Improvement Revolving Fund	30,000	0	0	0	0	0	0	0	0	0	**30,000**
Total	**30,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**30,000**

Capital Improvement Plan

Ramsey, MN

Project #	16-STR-002
Project Name	HWY 10 and BNSF RR Grade Separation at Ramsey Blvd

Total Project Cost	$2,000,000	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	2-New Addition (High)	Status	Active
Useful Life	60 years		

Description

Construct grade-separated crossings of Highway 10 and BNSF Railway at Ramsey Boulevard. Includes half of the required frontage road improvements. Totall cost of project $66,000,000. City share = $2,000,000

Justification

The existing at-grade vehicle and pedestian crossings of the BNSF railroad tracks are unsafe and result in traffic congestion and mobility issues along US Highway 10 and Ramsey Boulevard. When responding to calls for service, emergency vehicles are not able to cross the railroad tracks or US Highway 10 when trains are present. This can result in delays of several minutes or more, depending on the length of train(s). Numerous private access to Highway 10 will be removed improving safety, congestion and mobility on Highway 10.

Prior	Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
1,250,000	Improvements Other than Building Cost	750,000	0	0	0	0	0	0	0	0	0	**750,000**
	Total	**750,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**750,000**

Prior	Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
1,250,000	MSA	375,000	0	0	0	0	0	0	0	0	0	**375,000**
	Public Improvement Revolving Fund	375,000	0	0	0	0	0	0	0	0	0	**375,000**
	Total	**750,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**750,000**

Capital Improvement Plan

Ramsey, MN

Project #	16-STR-003
Project Name	HWY 10 & BNSF RR Grade Separation at Sunfish Lk Bl

Total Project Cost	$2,000,000	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	2-New Addition (High)	Status	Active
Useful Life	60 years		

Description

Construct grade-separated crossings of Highway 10 and BNSF Railway at Sunfish Lake Boulevard. Includes half of the required frontage road improvements. Totall cost of project $72,000,000. City share = $2,000,000

Justification

The existing at-grade vehicle and pedestian crossings of the BNSF railroad tracks are unsafe and result in traffic congestion and mobility issues along US Highway 10 and Sunfish Lake Boulevard. When responding to calls for service, emergency vehicles are not able to cross the railroad tracks or US Highway 10 when trains are present. This can result in delays of several minutes or more, depending on the length of train(s). Numerous private access to Highway 10 will be removed improving safety, congestion and mobility on Highway 10.

Prior	Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
1,250,000	Improvements Other than Building Cost	750,000	0	0	0	0	0	0	0	0	0	**750,000**
	Total	**750,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**750,000**

Prior	Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
1,250,000	MSA	375,000	0	0	0	0	0	0	0	0	0	**375,000**
	Public Improvement Revolving Fund	375,000	0	0	0	0	0	0	0	0	0	**375,000**
	Total	**750,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**750,000**

Capital Improvement Plan

Ramsey, MN

Project #	17-STR-007
Project Name	Reconstruction Streets: Nature View

Total Project Cost	$333,270	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of Nature View: 159th Avenue, Azurite Court & Xenon Street. Total Nature View Project Cost = $333,270 Street Improvements: $289,800 Storm Water Improvements: $ 43,470

Justification

Each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimate to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	333,270	0	0	0	0	**333,270**
Total	**0**	**0**	**0**	**0**	**0**	**333,270**	**0**	**0**	**0**	**0**	**333,270**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	289,800	0	0	0	0	**289,800**
Storm Water Utility Fund	0	0	0	0	0	43,470	0	0	0	0	**43,470**
Total	**0**	**0**	**0**	**0**	**0**	**333,270**	**0**	**0**	**0**	**0**	333,270

Capital Improvement Plan

Ramsey, MN

Project #	17-STR-007A
Project Name	Reconstruction Streets: Sortebergs 6th

Total Project Cost	$881,268	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of streets in Sortebergs 6th Addition including 174th Lane, Puma Street and Rabbit Street.

Justification

Each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimate to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	881,268	0	0	0	0	0	0	0	**881,268**
Total	**0**	**0**	**881,268**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**881,268**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	766,320	0	0	0	0	0	0	0	**766,320**
Storm Water Utility Fund	0	0	114,948	0	0	0	0	0	0	0	**114,948**
Total	**0**	**0**	**881,268**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**881,268**

Capital Improvement Plan

Ramsey, MN

Project #	17-STR-008
Project Name	Reconstruct Streets: Fox Ridge Estates 1st & 2nd

Total Project Cost	$3,024,546	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	60 years		

Description

Reconstruction Streets: Fox Ridge Estates 1st & 2nd: 170th Ave., 172nd Lane, 173rd Ave., 174th Ave., Potassium Court, Potassium Street, Sodium Street, Tungsten Street & Wolfram Street

Justification

Each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimate to be 60 years based on the City's predominant sand subgrades. Look at Possibility of Using MSA or PIR funds for portion of costs instead of bonding.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	3,024,546	0	0	0	0	0	0	0	0	0	**3,024,546**
Total	**3,024,546**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**3,024,546**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	2,630,040	0	0	0	0	0	0	0	0	0	**2,630,040**
Storm Water Utility Fund	394,506	0	0	0	0	0	0	0	0	0	**394,506**
Total	**3,024,546**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	3,024,546

Capital Improvement Plan

Ramsey, MN

Project #	17-STR-012
Project Name	Concrete Repairs

Total Project Cost	$1,097,726	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	20 years		

Description

Repair, overlay and stripe concrete pavement on Sunwood Drive and Rhinestone Street in the COR. Proposed improvements include repairing cracks, failing concrete joists and holes, as well as, replacing all existing colored concrete crosswalks with high-early concrete and adding thermoplastic crosswalk markings, along with new pavement striping on both sides. Repair colored concrete crosswalks within Sunwood Drive between Zeolite Street and Rhinestone Street in 2025.

Justification

Numerous concrete pavement joints are failing resulting in stormwater runoff infiltrating into the pavement base, accelerating pavement deterioration due to saturated subgrade soils. Numerous holes also exist in the pavement allowing stormwater runoff into the pavement base. These holes also present trip hazards to pedestrians and most of the holes are located in pedestrian crosswalks where colored concrete was used for enhanced delineation.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	405,000	0	0	0	692,726	0	0	0	0	0	**1,097,726**
Total	**405,000**	**0**	**0**	**0**	**692,726**	**0**	**0**	**0**	**0**	**0**	**1,097,726**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	405,000	0	0	0	549,544	0	0	0	0	0	**954,544**
Storm Water Utility Fund	0	0	0	0	143,182	0	0	0	0	0	**143,182**
Total	**405,000**	**0**	**0**	**0**	**692,726**	**0**	**0**	**0**	**0**	**0**	1,097,726

Capital Improvement Plan

Ramsey, MN

Project #	18-STR-003
Project Name	Reconstruction Streets: Sports Haven

Total Project Cost	$330,786	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	60 years		

Description

Reconstruct streets in Sports Haven: 165th Lane, 166th Avenue, Xenolith Street, Yolite Street

Justification

These streets are in poor condition and require reconstruction. The pavement has deteriorated beyond the point where an overlay should be applied.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	330,786	0	0	0	0	0	0	0	0	**330,786**
Total	**0**	**330,786**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**330,786**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	287,640	0	0	0	0	0	0	0	0	**287,640**
Storm Water Utility Fund	0	43,146	0	0	0	0	0	0	0	0	**43,146**
Total	**0**	**330,786**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	330,786

Capital Improvement Plan

Ramsey, MN

Project #	19-STR-011
Project Name	Reconstruction Streets: Carol-Rose Acres

Total Project Cost	$513,774	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	60 years		

Description

Reconstruction of Streets in Carol-Rose Acres: 163rd Lane, 164th Avenue, 164th Lane, and Yolite Street.

Justification

These streets are in poor condition and require reconstruction. The pavement has deteriorated beyond the point where an overlay could be applied.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	513,774	0	0	0	0	0	0	0	0	**513,774**
Total	**0**	**513,774**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**513,774**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	446,760	0	0	0	0	0	0	0	0	**446,760**
Storm Water Utility Fund	0	67,014	0	0	0	0	0	0	0	0	**67,014**
Total	**0**	**513,774**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**513,774**

Capital Improvement Plan

Ramsey, MN

Project #	19-STR-016
Project Name	Reconstruction Streets: Windsorwood

Total Project Cost	$447,741	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of streets in Windsorwood: 178th Avenue, 178th Circle and Vicuna Street

Justification

These streets are in poor condition and require reconstruction. The pavement has deteriorated beyond the point where an overlay could be applied.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	447,741	0	0	0	0	0	0	0	**447,741**
Total	**0**	**0**	**447,741**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**447,741**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	389,340	0	0	0	0	0	0	0	**389,340**
Storm Water Utility Fund	0	0	58,401	0	0	0	0	0	0	0	**58,401**
Total	**0**	**0**	**447,741**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**447,741**

Capital Improvement Plan

Ramsey, MN

Project #	19-STR-017
Project Name	Reconstruction Streets: Countryside Estates

Total Project Cost	$2,231,046	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	60 years		

Description

Reconstruction of streets in Countryside Estates: 175th Lane, 176th Avenue, 176th Lane, Marmoset Street, Okapi Street, Rabbit Street, Unicorn Street, Vicuna Street, Wolverive Street and Xerus Street.

Justification

These streets are in poor condition and require reconstruction. The pavement has deteriorated beyond the point where an overlay could be applied.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	2,231,046	0	0	0	0	0	0	0	0	**2,231,046**
Total	**0**	**2,231,046**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2,231,046**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	1,940,040	0	0	0	0	0	0	0	0	**1,940,040**
Storm Water Utility Fund	0	291,006	0	0	0	0	0	0	0	0	**291,006**
Total	**0**	**2,231,046**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	2,231,046

Capital Improvement Plan

Ramsey, MN

Project #	21-STR-013
Project Name	2025 Neighborhood Overlays

Total Project Cost	$1,130,801	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	60 years		

Description

Overlayiing of streets within the following subdivisions: Ramsey Town Center 2nd; Ramsey Town Center 4th; Ramsey Town Center 6th; Ramsey Town Center 7th; Ramsey Town Center IP 05-22; Rum River Hills; Village of Sunfish Lake; Ramsey Town Center

Justification

In accordandance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	1,130,801	0	0	0	0	0	0	0	0	0	**1,130,801**
Total	**1,130,801**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,130,801**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	1,047,111	0	0	0	0	0	0	0	0	0	**1,047,111**
Storm Water Utility Fund	69,190	0	0	0	0	0	0	0	0	0	**69,190**
Public Improvement Revolving Fund	14,500	0	0	0	0	0	0	0	0	0	**14,500**
Total	**1,130,801**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,130,801**

Capital Improvement Plan

Ramsey, MN

Project #	21-STR-014
Project Name	2026 Neighborhood Overlays

Total Project Cost	$681,477	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	60 years		

Description

Overlaying of streets within the following subdivisions: Alpine Woods; Evergreen Point Townhomes 1st; Evergreen Point Townhomes 2nd; Hall-Anderson Acres (TH 47 Service Road only); Section 16 Unplatted (2006 Construction only); Riverside West (Ebony Street); Wildwood Acres

Justification

In accordandance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	681,477	0	0	0	0	0	0	0	0	**681,477**
Total	**0**	**681,477**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**681,477**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	649,026	0	0	0	0	0	0	0	0	**649,026**
Storm Water Utility Fund	0	32,451	0	0	0	0	0	0	0	0	**32,451**
Total	**0**	**681,477**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**681,477**

Capital Improvement Plan

Ramsey, MN

Project #	21-STR-015
Project Name	Flintwood Hills 2nd & 3rd Street Reconstruction

Total Project Cost	$1,168,308	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	60 years		

Description

Reconstruction of streets within Flintwood Hils 2nd and Flintwood Hils 3rd subdivisions.

Justification

In accordandance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	1,168,308	0	0	0	0	0	0	0	0	**1,168,308**
Total	**0**	**1,168,308**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,168,308**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	1,015,920	0	0	0	0	0	0	0	0	**1,015,920**
Storm Water Utility Fund	0	152,388	0	0	0	0	0	0	0	0	**152,388**
Total	**0**	**1,168,308**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,168,308**

Capital Improvement Plan

Ramsey, MN

Project #	21-STR-016
Project Name	2027 MSA Overlays

Total Project Cost	$785,169	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Overlaying of MSA Streets: Rhinestone Street (Veterans Drive/Sunwood Drive); Sunwood Drive (CR 83/Zeolite Street); Sunwood Drive (Rhinestone Street/CR 56); Veterans Drive (Zeolite Street/ Rhinestone Street); Zeolite Street (Sunwood Drive/Veterans Drive); Rhinestone Street (E. Ramsey Pkwy/CR 116)

Justification

In accordandance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	785,169	0	0	0	0	0	0	0	**785,169**
Total	**0**	**0**	**785,169**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**785,169**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	0	0	747,780	0	0	0	0	0	0	0	**747,780**
Storm Water Utility Fund	0	0	37,389	0	0	0	0	0	0	0	**37,389**
Total	**0**	**0**	**785,169**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**785,169**

Capital Improvement Plan

Ramsey, MN

Project #	21-STR-017
Project Name	2027 Neighborhood Overlays

Total Project Cost	$1,030,980	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Overlaying of streets within the following subdivisions: Brookfield; Estates of Silver Oaks; Riversbend (non-2018 Recon); Riversbend 2nd; Riversbend Plaza (142nd Avenue)..

Justification

In accordandance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	1,030,980	0	0	0	0	0	0	0	**1,030,980**
Total	**0**	**0**	**1,030,980**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,030,980**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	981,847	0	0	0	0	0	0	0	**981,847**
Storm Water Utility Fund	0	0	49,133	0	0	0	0	0	0	0	**49,133**
Total	**0**	**0**	**1,030,980**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,030,980**

Capital Improvement Plan

Ramsey, MN

Project #	21-STR-018
Project Name	MSA Juniper Ridge Dr Street Reconst

Total Project Cost	$449,222	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of MSA street Juniper Ridge Drive between 156th Avenue and Roanoke Street.

Justification

In accordandance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	449,222	0	0	0	0	0	0	0	**449,222**
Total	**0**	**0**	**449,222**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**449,222**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	0	0	390,628	0	0	0	0	0	0	0	**390,628**
Storm Water Utility Fund	0	0	58,594	0	0	0	0	0	0	0	**58,594**
Total	**0**	**0**	**449,222**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**449,222**

Capital Improvement Plan

Ramsey, MN

Project #	21-STR-020
Project Name	2028 Neighborhood Overlays

Total Project Cost	$432,432	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Overlaying of streets within the following subdivisions: Amber Ridge 2nd; Meadow; Sunfish Lake Business Park 3rd; Trott Brook Ridge

Justification

In accordandance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	432,432	0	0	0	0	0	0	**432,432**
Total	**0**	**0**	**0**	**432,432**	**0**	**0**	**0**	**0**	**0**	**0**	**432,432**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	411,840	0	0	0	0	0	0	**411,840**
Storm Water Utility Fund	0	0	0	20,592	0	0	0	0	0	0	**20,592**
Total	**0**	**0**	**0**	**432,432**	**0**	**0**	**0**	**0**	**0**	**0**	432,432

Capital Improvement Plan

Ramsey, MN

Project #	21-STR-021
Project Name	MSA 142nd Avenue Street Reconstruction

Total Project Cost	$77,733	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of MSA Street 142nd Avenue between TH 47 and Xkimo Street.

Justification

In accordandance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	77,733	0	0	0	0	0	0	0	**77,733**
Total	**0**	**0**	**77,733**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**77,733**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	0	0	67,594	0	0	0	0	0	0	0	**67,594**
Storm Water Utility Fund	0	0	10,139	0	0	0	0	0	0	0	**10,139**
Total	**0**	**0**	**77,733**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**77,733**

Capital Improvement Plan

Ramsey, MN

Project #	21-STR-022
Project Name	2029 MSA Overlays

Total Project Cost	$251,370	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Overlaying of MSA streets: 166th/167th Avenue (Quartz Street/CSAH 5);

Justification

In accordandance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	251,370	0	0	0	0	0	**251,370**
Total	**0**	**0**	**0**	**0**	**251,370**	**0**	**0**	**0**	**0**	**0**	**251,370**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	0	0	0	0	239,400	0	0	0	0	0	**239,400**
Storm Water Utility Fund	0	0	0	0	11,970	0	0	0	0	0	**11,970**
Total	**0**	**0**	**0**	**0**	**251,370**	**0**	**0**	**0**	**0**	**0**	**251,370**

Capital Improvement Plan

Ramsey, MN

Project #	21-STR-023
Project Name	2029 Neighborhood Overlays

Total Project Cost	$397,562	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Overlaying of streets in the following subdivisons: Brookfield 2nd; Brookfield 2nd/3rd; Brookfield 3rd; Gerberts Addition

Justification

In accordandance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	397,562	0	0	0	0	0	**397,562**
Total	**0**	**0**	**0**	**0**	**397,562**	**0**	**0**	**0**	**0**	**0**	**397,562**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	378,630	0	0	0	0	0	**378,630**
Storm Water Utility Fund	0	0	0	0	18,932	0	0	0	0	0	**18,932**
Total	**0**	**0**	**0**	**0**	**397,562**	**0**	**0**	**0**	**0**	**0**	**397,562**

Capital Improvement Plan

Ramsey, MN

Project #	21-STR-024
Project Name	2030 MSA Overlays

Total Project Cost	$69,458	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Overlaying of the following MSA streets: 161st Avenue (Variolite St/Rhinestone St)

Justification

In accordandance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	69,458	0	0	0	0	**69,458**
Total	**0**	**0**	**0**	**0**	**0**	**69,458**	**0**	**0**	**0**	**0**	**69,458**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	0	0	0	0	0	66,150	0	0	0	0	**66,150**
Storm Water Utility Fund	0	0	0	0	0	3,308	0	0	0	0	**3,308**
Total	**0**	**0**	**0**	**0**	**0**	**69,458**	**0**	**0**	**0**	**0**	**69,458**

Capital Improvement Plan

Ramsey, MN

Project #	21-STR-025
Project Name	2030 Neighborhood Overlays

Total Project Cost	$900,302	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Overlaying of streets within the following subdivisions: Section 01 Unplatted (Ute Street only); Section 23 Unplatted (Old Hwy 5 only); Section 24 unplatted (2010 construction only); Sweetbay Ridge; Ramsey Town Center 8th; Ramsey Town Center 10th

Justification

In accordandance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	900,302	0	0	0	0	**900,302**
Total	**0**	**0**	**0**	**0**	**0**	**900,302**	**0**	**0**	**0**	**0**	**900,302**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	857,430	0	0	0	0	**857,430**
Storm Water Utility Fund	0	0	0	0	0	42,872	0	0	0	0	**42,872**
Total	**0**	**0**	**0**	**0**	**0**	**900,302**	**0**	**0**	**0**	**0**	**900,302**

Capital Improvement Plan

Ramsey, MN

Project #	21-STR-026
Project Name	MSA Alpine Drive Street Recon (TH 47/Roanoke St)

Total Project Cost	$1,172,603	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of MSA street Alpine Drive between TH 47 and Roanoke Street.

Justification

In accordandance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	1,172,603	0	0	0	0	**1,172,603**
Total	**0**	**0**	**0**	**0**	**0**	**1,172,603**	**0**	**0**	**0**	**0**	**1,172,603**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	0	0	0	0	0	1,019,655	0	0	0	0	**1,019,655**
Storm Water Utility Fund	0	0	0	0	0	152,948	0	0	0	0	**152,948**
Total	**0**	**0**	**0**	**0**	**0**	**1,172,603**	**0**	**0**	**0**	**0**	**1,172,603**

Capital Improvement Plan

Ramsey, MN

Project #	21-STR-027
Project Name	MSA Sunwood Drive Street Recon (CSAH 5/Erkium St)

Total Project Cost	$348,450	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	60 years		

Description

Reconstruction of MSA street Sunwood Drive between CSAH 5 and Erkium Street.

Justification

In accordandance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	348,450	0	0	0	0	0	0	0	0	0	**348,450**
Total	**348,450**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**348,450**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	303,000	0	0	0	0	0	0	0	0	0	**303,000**
Storm Water Utility Fund	45,450	0	0	0	0	0	0	0	0	0	**45,450**
Total	**348,450**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	348,450

Capital Improvement Plan

Ramsey, MN

Project #	22-STR-001
Project Name	Annual MSA Pavement Marking Improvements

Total Project Cost	$281,000	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	7 years		

Description

This project includes pavement marking on MSA streets at a 5-year cycle. Pavement marking for streets proposed to be reconstructed or overlayed are to be part of the Pavement Management Plan and are not included in the pavement marking improvement

Justification

Previously, pavement marking occurred as part of the seal coat program, at a 7-year cycle. Since the seal coat program has been suspended indefinitely, this project places pavement marking in the 5-year cycle, in-between the other triggers for pavement markings, overlay and reconstruction projects. Visible pavement marking is a critical component of driver and pedestrian safety.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	19,000	8,000	12,000	71,000	12,000	28,000	29,000	38,000	42,000	22,000	**281,000**
Total	**19,000**	**8,000**	**12,000**	**71,000**	**12,000**	**28,000**	**29,000**	**38,000**	**42,000**	**22,000**	**281,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	19,000	8,000	12,000	71,000	12,000	28,000	29,000	38,000	42,000	22,000	**281,000**
Total	**19,000**	**8,000**	**12,000**	**71,000**	**12,000**	**28,000**	**29,000**	**38,000**	**42,000**	**22,000**	**281,000**

Capital Improvement Plan

Ramsey, MN

Project #	22-STR-002
Project Name	Sorteberg's Street Reconstruction

Total Project Cost	$642,890	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	60 years		

Description

Reconstruction of streets within Sorteberg's subdivision.

Justification

In accordandance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	642,890	0	0	0	0	0	0	0	0	0	**642,890**
Total	**642,890**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**642,890**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	559,035	0	0	0	0	0	0	0	0	0	**559,035**
Storm Water Utility Fund	83,855	0	0	0	0	0	0	0	0	0	**83,855**
Total	**642,890**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**642,890**

Capital Improvement Plan

Ramsey, MN

Project #	22-STR-003
Project Name	2031 MSA Pavement Overlay Improvements

Total Project Cost	$920,312	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Overlaying of MSA Streets: Roanoke Street (Alpine Drive/Juniper Ridge Drive) Dysprosium Street (CR 116/Nowthen Boulevard) Alpine Drive (Ramsey Boulevard/Sunfish Lake Boulevard)

Justification

In accordandance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	920,312	0	0	0	**920,312**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**920,312**	**0**	**0**	**0**	**920,312**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	0	0	0	0	0	0	876,488	0	0	0	**876,488**
Storm Water Utility Fund	0	0	0	0	0	0	43,824	0	0	0	**43,824**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**920,312**	**0**	**0**	**0**	**920,312**

Capital Improvement Plan

Ramsey, MN

Project #	22-STR-005
Project Name	2031 Neighborhood Pavement Overlay Impr

Total Project Cost	$625,779	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Overlaying of neighborhood streets: Ramsey Town Center 11th; Shawn Acres; Oak Run, Section 15 unplatted (2011 OL streets only); Stanhope River Hills

Justification

In accordandance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	625,779	0	0	0	**625,779**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**625,779**	**0**	**0**	**0**	**625,779**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	0	595,980	0	0	0	**595,980**
Storm Water Utility Fund	0	0	0	0	0	0	29,799	0	0	0	**29,799**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**625,779**	**0**	**0**	**0**	**625,779**

Capital Improvement Plan

Ramsey, MN

Project #	22-STR-006
Project Name	MSA - Alpine Drive St Recon (Variolite/Ramsey Blvd

Total Project Cost	$566,016	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of MSA street Alpine Drive between Variolite Street and Ramsey Boulevard

Justification

In accordandance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	566,016	0	0	0	**566,016**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**566,016**	**0**	**0**	**0**	**566,016**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	0	0	0	0	0	0	492,188	0	0	0	**492,188**
Storm Water Utility Fund	0	0	0	0	0	0	73,828	0	0	0	**73,828**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**566,016**	**0**	**0**	**0**	**566,016**

Capital Improvement Plan

Ramsey, MN

Project #	22-STR-007
Project Name	Klemish, Klemish & Flores St, Sec. 11 Unplatted

Total Project Cost	$1,101,240	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the streets within Klemish & Klemish and Flores subdivision.

Justification

In accordandance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	1,101,240	0	0	0	**1,101,240**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**1,101,240**	**0**	**0**	**0**	**1,101,240**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	0	957,600	0	0	0	**957,600**
Storm Water Utility Fund	0	0	0	0	0	0	143,640	0	0	0	**143,640**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**1,101,240**	**0**	**0**	**0**	**1,101,240**

Capital Improvement Plan

Ramsey, MN

Project #	22-STR-008
Project Name	Windemere Woods Street Reconstruction

Total Project Cost	$757,488	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of Streets within the Windemere Woods 1st & 2nd subdivisions and Magnesium Street to Bunker Lake Boulevard

Justification

In accordandance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	757,488	0	0	0	0	0	0	0	**757,488**
Total	**0**	**0**	**757,488**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**757,488**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	658,685	0	0	0	0	0	0	0	**658,685**
Storm Water Utility Fund	0	0	98,803	0	0	0	0	0	0	0	**98,803**
Total	**0**	**0**	**757,488**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**757,488**

Capital Improvement Plan

Ramsey, MN

Project #	22-STR-009
Project Name	The North Forty Street Reconstructions

Total Project Cost	$811,440	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of streets within the North Forty subdivision

Justification

In accordandance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	811,440	0	0	0	**811,440**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**811,440**	**0**	**0**	**0**	**811,440**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	0	705,600	0	0	0	**705,600**
Storm Water Utility Fund	0	0	0	0	0	0	105,840	0	0	0	**105,840**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**811,440**	**0**	**0**	**0**	**811,440**

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-005
Project Name	Dickenson's Mississippi Estate Street Recon

Total Project Cost	$934,866	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the streets within the Dickenson's Mississippi Estate subdivision. Extend Storm Sewer to 6140 Hwy 10 to mitigate storm water runoff to Rivlyn Avenue.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	934,866	0	0	0	0	0	0	0	0	0	**934,866**
Total	**934,866**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**934,866**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	378,144	0	0	0	0	0	0	0	0	0	**378,144**
Storm Water Utility Fund	306,722	0	0	0	0	0	0	0	0	0	**306,722**
Water Utility Fund	250,000	0	0	0	0	0	0	0	0	0	**250,000**
Total	**934,866**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**934,866**

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-006
Project Name	High Point Street Reconstruction

Total Project Cost	$1,644,684	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the streets within the High Point subdivision

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	1,644,684	0	0	0	0	0	0	0	0	0	**1,644,684**
Total	**1,644,684**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,644,684**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	1,430,160	0	0	0	0	0	0	0	0	0	**1,430,160**
Storm Water Utility Fund	214,524	0	0	0	0	0	0	0	0	0	**214,524**
Total	**1,644,684**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	1,644,684

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-007
Project Name	Section 22 Unplatted Street Reconstruction

Total Project Cost	$341,481	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	60 years		

Description

Reconstruction of 156th Avenue within Section 22 Unplatted.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	341,481	0	0	0	0	0	0	0	0	0	**341,481**
Total	**341,481**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**341,481**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	296,940	0	0	0	0	0	0	0	0	0	**296,940**
Storm Water Utility Fund	44,541	0	0	0	0	0	0	0	0	0	**44,541**
Total	**341,481**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	341,481

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-008
Project Name	Section 01 Unplatted (S/O CR 27) Street Recon

Total Project Cost	$1,013,472	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the streets within Section 01 Unplatted, south of CR 27.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	1,013,472	0	0	0	0	0	0	0	0	**1,013,472**
Total	**0**	**1,013,472**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,013,472**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	881,280	0	0	0	0	0	0	0	0	**881,280**
Storm Water Utility Fund	0	132,192	0	0	0	0	0	0	0	0	**132,192**
Total	**0**	**1,013,472**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	1,013,472

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-009
Project Name	Riverside West Street Reconstruction

Total Project Cost	$229,615	Department	Street Improvements
Type	Unassigned	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	60 years		

Description

Reconstruction of 137th Avenue and Dolomite Street within the Riverside West subdivision.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	229,615	0	0	0	0	0	0	0	0	**229,615**
Total	**0**	**229,615**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**229,615**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	199,665	0	0	0	0	0	0	0	0	**199,665**
Storm Water Utility Fund	0	29,950	0	0	0	0	0	0	0	0	**29,950**
Total	**0**	**229,615**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**229,615**

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-012
Project Name	Hall-Anderson Acres Street Reconstruction

Total Project Cost	$1,250,832	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of streets within the Hall-Anderson Acres subdivision except the TH 47 service road.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	1,250,832	0	0	0	0	0	0	0	**1,250,832**
Total	**0**	**0**	**1,250,832**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,250,832**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	1,087,680	0	0	0	0	0	0	0	**1,087,680**
Storm Water Utility Fund	0	0	163,152	0	0	0	0	0	0	0	**163,152**
Total	**0**	**0**	**1,250,832**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	1,250,832

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-013
Project Name	Oakwood Hills & Rambosek Red Oak Estates St Recon

Total Project Cost	$355,350	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the streets within the Oakwood Hills & Rambosek Red Oak Estates subdivision.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	355,350	0	0	0	0	0	0	0	**355,350**
Total	**0**	**0**	**355,350**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**355,350**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	309,000	0	0	0	0	0	0	0	**309,000**
Storm Water Utility Fund	0	0	46,350	0	0	0	0	0	0	0	**46,350**
Total	**0**	**0**	**355,350**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	355,350

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-014
Project Name	Section 21 Unplatted

Total Project Cost	$2,203,032	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of streets within Section 21 Unplatted

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	2,203,032	0	0	0	0	0	0	**2,203,032**
Total	**0**	**0**	**0**	**2,203,032**	**0**	**0**	**0**	**0**	**0**	**0**	**2,203,032**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	1,915,680	0	0	0	0	0	0	**1,915,680**
Storm Water Utility Fund	0	0	0	287,352	0	0	0	0	0	0	**287,352**
Total	**0**	**0**	**0**	**2,203,032**	**0**	**0**	**0**	**0**	**0**	**0**	2,203,032

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-015
Project Name	Ramsey Meadows 1st, 3rd & 4th Street Recon

Total Project Cost	$331,890	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of streets within the Ramsey Meadows 1st, 3rd & 4th subdivision.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	331,890	0	0	0	0	0	0	**331,890**
Total	**0**	**0**	**0**	**331,890**	**0**	**0**	**0**	**0**	**0**	**0**	**331,890**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	288,600	0	0	0	0	0	0	**288,600**
Storm Water Utility Fund	0	0	0	43,290	0	0	0	0	0	0	**43,290**
Total	**0**	**0**	**0**	**331,890**	**0**	**0**	**0**	**0**	**0**	**0**	331,890

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-016
Project Name	Section 17 Unplatted Street Reconstruction

Total Project Cost	$928,266	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of 161st Avenue and Llama Street within Section 17 Unplatted

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	928,266	0	0	0	0	0	**928,266**
Total	**0**	**0**	**0**	**0**	**928,266**	**0**	**0**	**0**	**0**	**0**	**928,266**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	807,188	0	0	0	0	0	**807,188**
Storm Water Utility Fund	0	0	0	0	121,078	0	0	0	0	0	**121,078**
Total	**0**	**0**	**0**	**0**	**928,266**	**0**	**0**	**0**	**0**	**0**	**928,266**

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-017
Project Name	Alicia Street Reconstruction

Total Project Cost	$618,844	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the streets within the Alicia subdivision.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	618,844	0	0	0	0	0	**618,844**
Total	**0**	**0**	**0**	**0**	**618,844**	**0**	**0**	**0**	**0**	**0**	**618,844**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	538,125	0	0	0	0	0	**538,125**
Storm Water Utility Fund	0	0	0	0	80,719	0	0	0	0	0	**80,719**
Total	**0**	**0**	**0**	**0**	**618,844**	**0**	**0**	**0**	**0**	**0**	**618,844**

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-018
Project Name	Section 07 Unplatted Street Reconstruction

Total Project Cost	$100,252	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of Tiger Street within Section 07 Unplatted.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	100,252	0	0	0	0	0	**100,252**
Total	**0**	**0**	**0**	**0**	**100,252**	**0**	**0**	**0**	**0**	**0**	**100,252**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	87,176	0	0	0	0	0	**87,176**
Storm Water Utility Fund	0	0	0	0	13,076	0	0	0	0	0	**13,076**
Total	**0**	**0**	**0**	**0**	**100,252**	**0**	**0**	**0**	**0**	**0**	100,252

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-019
Project Name	Menkvelds Country Park/Volting Oak Hill Est Recon

Total Project Cost	$688,275	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the streets within the Menkveld's Country Park & Volting Oak Hill Estates subdivision

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	688,275	0	0	0	0	0	**688,275**
Total	**0**	**0**	**0**	**0**	**688,275**	**0**	**0**	**0**	**0**	**0**	**688,275**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	598,500	0	0	0	0	0	**598,500**
Storm Water Utility Fund	0	0	0	0	89,775	0	0	0	0	0	**89,775**
Total	**0**	**0**	**0**	**0**	**688,275**	**0**	**0**	**0**	**0**	**0**	**688,275**

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-020
Project Name	Sunfish Square 1st & 2nd Street Reconstruction

Total Project Cost	$661,106	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the streets within the Sunfish Square 1st & 2nd subdivision

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	661,106	0	0	0	0	0	**661,106**
Total	**0**	**0**	**0**	**0**	**661,106**	**0**	**0**	**0**	**0**	**0**	**661,106**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	574,875	0	0	0	0	0	**574,875**
Storm Water Utility Fund	0	0	0	0	86,231	0	0	0	0	0	**86,231**
Total	**0**	**0**	**0**	**0**	**661,106**	**0**	**0**	**0**	**0**	**0**	661,106

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-021
Project Name	River Bluffs 1st & 2nd Street Reconstruction

Total Project Cost	$479,981	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of River Bluffs 1st & 2nd subdivision.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	479,981	0	0	0	0	**479,981**
Total	**0**	**0**	**0**	**0**	**0**	**479,981**	**0**	**0**	**0**	**0**	**479,981**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	417,375	0	0	0	0	**417,375**
Storm Water Utility Fund	0	0	0	0	0	62,606	0	0	0	0	**62,606**
Total	**0**	**0**	**0**	**0**	**0**	**479,981**	**0**	**0**	**0**	**0**	**479,981**

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-022
Project Name	Section 24 Unplatted Street Reconstruction

Total Project Cost	$268,065	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of Xkimo Street within Section 24 Unplatted

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	268,065	0	0	0	0	**268,065**
Total	**0**	**0**	**0**	**0**	**0**	**268,065**	**0**	**0**	**0**	**0**	**268,065**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	233,100	0	0	0	0	**233,100**
Storm Water Utility Fund	0	0	0	0	0	34,965	0	0	0	0	**34,965**
Total	**0**	**0**	**0**	**0**	**0**	**268,065**	**0**	**0**	**0**	**0**	**268,065**

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-023
Project Name	Woodlawn Estates Street Reconstruction

Total Project Cost	$1,089,165	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the streets within the Woodlawn Estates subdivision.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	1,089,165	0	0	0	0	**1,089,165**
Total	**0**	**0**	**0**	**0**	**0**	**1,089,165**	**0**	**0**	**0**	**0**	**1,089,165**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	947,100	0	0	0	0	**947,100**
Storm Water Utility Fund	0	0	0	0	0	142,065	0	0	0	0	**142,065**
Total	**0**	**0**	**0**	**0**	**0**	**1,089,165**	**0**	**0**	**0**	**0**	**1,089,165**

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-024
Project Name	Section 15 Unplatted Street Reconstruction

Total Project Cost	$1,137,465	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the streets within Section 15 Unplatted, north of Nowthen Boulevard.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	1,137,465	0	0	0	**1,137,465**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**1,137,465**	**0**	**0**	**0**	**1,137,465**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	0	989,100	0	0	0	**989,100**
Storm Water Utility Fund	0	0	0	0	0	0	148,365	0	0	0	**148,365**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**1,137,465**	**0**	**0**	**0**	**1,137,465**

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-025
Project Name	MSA - Alpine Drive (CSAH 5/TH 47) Reconstruction

Total Project Cost	$609,788	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	60 years		

Description

Reconstruction of MSA Alpine Drive between CSAH 5 and TH 47.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	609,788	0	0	0	0	0	0	0	0	0	**609,788**
Total	**609,788**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**609,788**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	530,250	0	0	0	0	0	0	0	0	0	**530,250**
Storm Water Utility Fund	79,538	0	0	0	0	0	0	0	0	0	**79,538**
Total	**609,788**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**609,788**

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-026
Project Name	MSA - Alpine Drive (CR 57/CSAH 5) Reconstruction

Total Project Cost	$511,786	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	60 years		

Description

Reconstruction of MSA Alpine Drive between CR 57 and CSAH 5

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	511,786	0	0	0	0	0	0	0	0	0	**511,786**
Total	**511,786**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**511,786**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	445,031	0	0	0	0	0	0	0	0	0	**445,031**
Storm Water Utility Fund	66,755	0	0	0	0	0	0	0	0	0	**66,755**
Total	**511,786**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**511,786**

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-027
Project Name	MSA-Jaspar Street (Sunwood Drive/McKinely Street)

Total Project Cost	$475,454	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of MSA Jaspar Street between Sunwood Drive and McKinley Street

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	475,454	0	0	**475,454**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**475,454**	**0**	**0**	**475,454**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	0	0	0	0	0	0	0	413,438	0	0	**413,438**
Storm Water Utility Fund	0	0	0	0	0	0	0	62,016	0	0	**62,016**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**475,454**	**0**	**0**	**475,454**

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-028
Project Name	Deerwood Street Reconstruction

Total Project Cost	$803,091	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the streets within the Deerwood subdivision

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	803,091	0	0	0	0	0	0	0	**803,091**
Total	**0**	**0**	**803,091**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**803,091**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	698,340	0	0	0	0	0	0	0	**698,340**
Storm Water Utility Fund	0	0	104,751	0	0	0	0	0	0	0	**104,751**
Total	**0**	**0**	**803,091**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**803,091**

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-029
Project Name	Echo Ridge Street Reconstruction

Total Project Cost	$173,880	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of 177th Avenue within Echo Ridge subdivision and Section 02 Unplatted

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	173,880	0	0	**173,880**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**173,880**	**0**	**0**	**173,880**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	0	0	151,200	0	0	**151,200**
Storm Water Utility Fund	0	0	0	0	0	0	0	22,680	0	0	**22,680**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**173,880**	**0**	**0**	**173,880**

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-030
Project Name	Northfork Lake Street Reconstruction

Total Project Cost	$449,190	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the streets within the Northfork Lake subdivision.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	449,190	0	0	**449,190**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**449,190**	**0**	**0**	**449,190**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	0	0	390,600	0	0	**390,600**
Storm Water Utility Fund	0	0	0	0	0	0	0	58,590	0	0	**58,590**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**449,190**	**0**	**0**	**449,190**

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-031
Project Name	Northfork Oaks 2nd Street Reconstruction

Total Project Cost	$391,230	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the streets within the Northfork Oaks 2nd subdivision

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	391,230	0	0	**391,230**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**391,230**	**0**	**0**	**391,230**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	0	0	340,200	0	0	**340,200**
Storm Water Utility Fund	0	0	0	0	0	0	0	51,030	0	0	**51,030**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**391,230**	**0**	**0**	**391,230**

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-032
Project Name	Northfork Oaks 3rd Street Reconstruction

Total Project Cost	$724,500	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the streets within the Northfork Oaks 3rd subdivision

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	724,500	0	0	**724,500**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**724,500**	**0**	**0**	**724,500**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	0	0	630,000	0	0	**630,000**
Storm Water Utility Fund	0	0	0	0	0	0	0	94,500	0	0	**94,500**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**724,500**	**0**	**0**	724,500

Capital Improvement Plan

Ramsey, MN

Project #	23-STR-033
Project Name	Brookview Estates North Street Reconstruction

Total Project Cost	$617,854	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of 173rd Avenue and Germanium Street within the Brookview Estates subdivision

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	617,854	0	0	**617,854**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**617,854**	**0**	**0**	**617,854**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	0	0	537,264	0	0	**537,264**
Storm Water Utility Fund	0	0	0	0	0	0	0	80,590	0	0	**80,590**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**617,854**	**0**	**0**	**617,854**

Capital Improvement Plan

Ramsey, MN

Project #	24-STR-001
Project Name	2026 MSA Overlays

Total Project Cost	$1,290,087	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	60 years		

Description

Overlaying of MSA streets: 173rd/175th Avenue (Armstrong Boulevard/CSAH 5): includes soil correction area

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	1,290,087	0	0	0	0	0	0	0	0	**1,290,087**
Total	**0**	**1,290,087**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,290,087**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	0	1,121,815	0	0	0	0	0	0	0	0	**1,121,815**
Storm Water Utility Fund	0	168,272	0	0	0	0	0	0	0	0	**168,272**
Total	**0**	**1,290,087**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,290,087**

Capital Improvement Plan

Ramsey, MN

Project #	24-STR-002
Project Name	MSA - Alpine Drive (TH 10 and Puma Street)

Total Project Cost	$1,273,740	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of MSA Alpine Drive between TH 10 and Puma Street

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	1,273,740	0	0	0	0	0	0	**1,273,740**
Total	**0**	**0**	**0**	**1,273,740**	**0**	**0**	**0**	**0**	**0**	**0**	**1,273,740**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	0	0	0	1,107,600	0	0	0	0	0	0	**1,107,600**
Storm Water Utility Fund	0	0	0	166,140	0	0	0	0	0	0	**166,140**
Total	**0**	**0**	**0**	**1,273,740**	**0**	**0**	**0**	**0**	**0**	**0**	1,273,740

Capital Improvement Plan

Ramsey, MN

Project #	24-STR-003
Project Name	Gateway Industrial Park (142nd Avenue) Recon.

Total Project Cost	$220,248	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of 142nd Avenue within Gateway Industrial Park

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis, including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	220,248	0	0	**220,248**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**220,248**	**0**	**0**	**220,248**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	0	0	191,520	0	0	**191,520**
Storm Water Utility Fund	0	0	0	0	0	0	0	28,728	0	0	**28,728**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**220,248**	**0**	**0**	**220,248**

Capital Improvement Plan

Ramsey, MN

Project #	24-STR-004
Project Name	MSA - Uranimite Street (149th Ave/152nd Ln)

Total Project Cost	$376,740	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of MSA Uranimite Street between 149th Avenue and 152nd Lane

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	0	376,740	0	**376,740**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**376,740**	**0**	**376,740**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	0	0	0	0	0	0	0	0	327,600	0	**327,600**
Storm Water Utility Fund	0	0	0	0	0	0	0	0	49,140	0	**49,140**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**376,740**	**0**	**376,740**

Capital Improvement Plan

Ramsey, MN

Project #	24-STR-005
Project Name	MSA - Waco Street (150th Ave/Alpine Dr)

Total Project Cost	$428,904	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of MSA Waco Street between 150th Avenue and Alpine Drive

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	0	428,904	0	**428,904**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**428,904**	**0**	**428,904**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	0	0	0	0	0	0	0	0	372,960	0	**372,960**
Storm Water Utility Fund	0	0	0	0	0	0	0	0	55,944	0	**55,944**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**428,904**	**0**	**428,904**

Capital Improvement Plan

Ramsey, MN

Project #	24-STR-006
Project Name	Brookview Estates (South) Street Recon

Total Project Cost	$594,090	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the streets within Brookview Estates (South) including: 170th Lane and Hellium Street.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	0	594,090	0	**594,090**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**594,090**	**0**	**594,090**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	0	0	0	516,600	0	**516,600**
Storm Water Utility Fund	0	0	0	0	0	0	0	0	77,490	0	**77,490**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**594,090**	**0**	**594,090**

Capital Improvement Plan

Ramsey, MN

Project #	24-STR-007
Project Name	Hunters Ridge Street Reconstruction

Total Project Cost	$2,419,830	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the streets within the Hunters Ridge subdivision.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	0	2,419,830	0	**2,419,830**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2,419,830**	**0**	**2,419,830**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	0	0	0	2,104,200	0	**2,104,200**
Storm Water Utility Fund	0	0	0	0	0	0	0	0	315,630	0	**315,630**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2,419,830**	**0**	**2,419,830**

Capital Improvement Plan

Ramsey, MN

Project #	24-STR-008
Project Name	Regency Pond 1st, 2nd & 3rd Reconstruction

Total Project Cost	$1,467,113	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the streets within the Regency Pond 1st, 2nd & 3rd subdivision

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	0	1,467,113	0	**1,467,113**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,467,113**	**0**	**1,467,113**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	0	0	0	1,275,750	0	**1,275,750**
Storm Water Utility Fund	0	0	0	0	0	0	0	0	191,363	0	**191,363**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,467,113**	**0**	**1,467,113**

Capital Improvement Plan

Ramsey, MN

Project #	24-STR-011
Project Name	MSA- Bunker Lake Boulevard (Jackal St/CR 83) Recon

Total Project Cost	$826,965	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	60 years		

Description

Reconstruction of MSA Bunker Lake Boulevard between Jackal Street and Armstrong Boulevard. Includes addition of shared center lane.

Developer Fees: Oppidon paid $200,000 and PSD estimated $191,000 assessment

TIF 18 balance to offset MSA funds, an inter-fund loan will need to be established at the time the funds are used.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	826,965	0	0	0	0	0	0	0	0	**826,965**
Total	**0**	**826,965**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**826,965**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Public Improvement Revolving Fund	0	391,000	0	0	0	0	0	0	0	0	**391,000**
Tax Increment #18	0	386,750	0	0	0	0	0	0	0	0	**386,750**
Storm Water Utility Fund	0	49,215	0	0	0	0	0	0	0	0	**49,215**
Total	**0**	**826,965**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**826,965**

Capital Improvement Plan

Ramsey, MN

Project #	25-STR-001
Project Name	MSA 142nd Ave/Armstrong Blvd/Alpaca Est

Total Project Cost	$831,726	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of MSA 142nd Ave (CDS west of Armstong Blvd/CDS east of Alpaca St)

Reconstruction of MSA Armstrong Blvd (Riverdale Dr/142nd Ave)

Reconstruction of streets within Alpaca Estates subdivision

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	831,726	0	0	**831,726**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**831,726**	**0**	**0**	**831,726**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	0	0	0	0	0	0	0	529,200	0	0	**529,200**
Pavement Management Fund	0	0	0	0	0	0	0	194,040	0	0	**194,040**
Storm Water Utility Fund	0	0	0	0	0	0	0	108,486	0	0	**108,486**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**831,726**	**0**	**0**	**831,726**

Capital Improvement Plan

Ramsey, MN

Project #	25-STR-002
Project Name	2034 MSA Overlays

Total Project Cost	$1,029,459	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Overlaying of MSA streets:

156th Lane (E EOP/TH 47)

Riverdale Drive (Armstrong Boulevard/Traprock Street) & (Armstrong Interchange)

Sunwood Drive (CR 57/CSAH 5)

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	0	0	1,029,459	**1,029,459**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,029,459**	**1,029,459**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
MSA	0	0	0	0	0	0	0	0	0	980,437	**980,437**
Storm Water Utility Fund	0	0	0	0	0	0	0	0	0	49,022	**49,022**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,029,459**	**1,029,459**

Capital Improvement Plan

Ramsey, MN

Project #	25-STR-003
Project Name	2034 Neighborhood Overlays

Total Project Cost	$125,685	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Overlaying of the street within the following subdivisions:

Brookfield 4th

Armstrong Boulevard (Riverdale Drive/cul-de-sac north)

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance of a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	0	0	125,685	**125,685**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**125,685**	**125,685**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	0	0	0	0	119,700	**119,700**
Storm Water Utility Fund	0	0	0	0	0	0	0	0	0	5,985	**5,985**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**125,685**	**125,685**

Project #	25-STR-004
Project Name	Anderson Estate & Dellwood Hills & Section 09

Total Project Cost	$652,050	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the streets within Anderson Estates, Dellwood Hills & Section 09 Unplatted.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	0	0	652,050	**652,050**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**652,050**	**652,050**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	0	0	0	0	567,000	**567,000**
Storm Water Utility Fund	0	0	0	0	0	0	0	0	0	85,050	**85,050**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**652,050**	**652,050**

Project #	25-STR-005
Project Name	Rivenwick 1st & 2nd St Reconstruction

Total Project Cost	$959,963	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the streets within the Rivenwick 1st & 2nd subdivision.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	0	0	959,963	**959,963**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**959,963**	**959,963**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	0	0	0	0	834,750	**834,750**
Storm Water Utility Fund	0	0	0	0	0	0	0	0	0	125,213	**125,213**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**959,963**	**959,963**

Project #	25-STR-006
Project Name	Riverwood Hills Plat 1 St Reconstruction

Total Project Cost	$898,380	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the streets within the Riverwood Hills Plat 1 subdivision.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	0	0	898,380	**898,380**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**898,380**	**898,380**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	0	0	0	0	781,200	**781,200**
Storm Water Utility Fund	0	0	0	0	0	0	0	0	0	117,180	**117,180**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**898,380**	**898,380**

Capital Improvement Plan

Ramsey, MN

Project #	25-STR-007
Project Name	Section 06 Unplatted St Reconstruction

Total Project Cost	$1,775,025	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the street within Section 06 Unplatted.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	0	0	1,775,025	**1,775,025**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,775,025**	**1,775,025**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	0	0	0	0	1,543,500	**1,543,500**
Storm Water Utility Fund	0	0	0	0	0	0	0	0	0	231,525	**231,525**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,775,025**	**1,775,025**

Capital Improvement Plan

Ramsey, MN

Project #	25-STR-008
Project Name	Whispering Pines Est Plat 5 St Recon

Total Project Cost	$127,512	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	60 years		

Description

Reconstruction of the Whispering Pines Estates Plat 5 subdivision; 152nd Lane cul-de-sac west of Armstrong Boulevard.

Justification

In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	0	0	127,512	**127,512**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**127,512**	**127,512**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Pavement Management Fund	0	0	0	0	0	0	0	0	0	110,880	**110,880**
Storm Water Utility Fund	0	0	0	0	0	0	0	0	0	16,632	**16,632**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**127,512**	**127,512**

Capital Improvement Plan

Ramsey, MN

Project #	25-STR-009
Project Name	COR Infrastructure Improvements

Total Project Cost	$100,000	Department	Street Improvements
Type	Improvement	Category	Street Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	10 years		

Description

This project location is along wnd within the ROW of the 2024 COR Infrastructure Improvements

Justification

The scope of work for this project consists of irrigation and approximately 75 boulevard trees for Ramsey Parkway, Center Street and the east side of Zeolite Street (north of the parkway).

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	100,000	0	0	0	0	0	0	0	0	0	**100,000**
Total	**100,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**100,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvement Trust Fund	100,000	0	0	0	0	0	0	0	0	0	**100,000**
Total	**100,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**100,000**

Capital Improvement Plan

Ramsey, MN

Project #	19-STLT-001
Project Name	Bunker Lake Blvd & Puma Street Lights

Total Project Cost	$100,000	Department	Street Light Utility
Type	Improvement	Category	Street Light Utility Improvement
Priority	2-New Addition (High)	Status	Active
Useful Life	20 years		

Description

Construct minimal street lighting improvements along Bunker Lake Boulevard and Puma Street, west of Armstrong Boulevard.

Justification

The new sections of Bunker Lake Boulevard and Puma Street serve Riverstone North and Northfork Meadows development residents and the West Business Park businesses. Street lighting improvements will increase safety for the traveling public.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	100,000	0	0	0	0	0	0	0	0	0	**100,000**
Total	**100,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**100,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Street Light Utility Fund	100,000	0	0	0	0	0	0	0	0	0	**100,000**
Total	**100,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**100,000**

Capital Improvement Plan

Ramsey, MN

Project #	19-STLT-002
Project Name	Riverdale Drive Street Lights

Total Project Cost	$250,000	Department	Street Light Utility
Type	Improvement	Category	Street Light Utility Improvement
Priority	2-New Addition (High)	Status	Active
Useful Life	20 years		

Description

Construct minimal street lighting improvements along all unlit sections of Riverdale Drive.

Justification

Riverdale Drive serves as a frontage road to Highway 10. Street lighting improvements will increase safety for the traveling public.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	250,000	0	0	0	0	0	0	0	0	**250,000**
Total	**0**	**250,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**250,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Street Light Utility Fund	0	250,000	0	0	0	0	0	0	0	0	**250,000**
Total	**0**	**250,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**250,000**

Capital Improvement Plan

Ramsey, MN

Project #	25-SLT-001
Project Name	COR Street Lights

Total Project Cost	$300,000	Department	Street Light Utility
Type	Improvement	Category	Street Light Utility Improvement
Priority	2-New Addition (High)	Status	Active
Useful Life	20 years		

Description

Install street lights along new street segments constructed in 2024 with the COR Infrastructure Improvements (Center Street, Ramsey Parkway, Zeolite Street) and other streets as needed to fill in gaps in lighting.

Justification

Improve safety for drivers and pedestrians within The COR, including Park patrons during evening hours.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	300,000	0	0	0	0	0	0	0	0	0	**300,000**
Total	**300,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**300,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Street Light Utility Fund	300,000	0	0	0	0	0	0	0	0	0	**300,000**
Total	**300,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	300,000

Capital Improvement Plan

Ramsey, MN

Project #	14-WTR-001
Project Name	Refurbish Water Tower #2

Total Project Cost	$1,020,000	Department	Water Utility
Type	Improvement	Category	Water Utility Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	15 years		

Description

Interior and exterior coatings at water tower #2.

Justification

Ongoing maintenance of interior and exterior coatings on 1.5mg water tower to include inspections. Project will be scheduled after full inspection of tower.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	20,000	1,000,000	0	0	0	0	0	0	0	0	**1,020,000**
Total	**20,000**	**1,000,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,020,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Water Utility Fund	20,000	1,000,000	0	0	0	0	0	0	0	0	**1,020,000**
Total	**20,000**	**1,000,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,020,000**

Capital Improvement Plan

Ramsey, MN

Project #	14-WTR-002
Project Name	Refurbish Water Tower #1

Total Project Cost	$770,000	Department	Water Utility
Type	Improvement	Category	Water Utility Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	15 years		

Description

Interior and exterior coatings at water tower #1.

Justification

Ongoing maintenance of interior and exterior coatings on 0.5mg water tower to include inspections. Project will be scheduled after full inspection of tower.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	20,000	0	750,000	0	0	0	0	0	0	0	**770,000**
Total	**20,000**	**0**	**750,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**770,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Water Utility Fund	20,000	0	750,000	0	0	0	0	0	0	0	**770,000**
Total	**20,000**	**0**	**750,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**770,000**

Capital Improvement Plan

Ramsey, MN

Project #	16-WTR-002
Project Name	Construct Well #9 and Pumphouse #5

Total Project Cost	$1,150,000	Department	Water Utility
Type	Improvement	Category	Water Utility Improvement
Priority	2-New Addition (High)	Status	Active
Useful Life	50 years		

Description

Construct new municipal groundwater supply well with supporting pumphouse. A study will be conducted in 2025 to determine a desirable site - $50,000 est.

Justification

This project will provide a ninth municipal groundwater well with pumphouse. As the City of Ramsey continues to grow, two additional wells will be needed by 2040.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	50,000	1,100,000	0	0	0	0	0	0	0	0	**1,150,000**
Total	**50,000**	**1,100,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,150,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Water Utility Fund	50,000	1,100,000	0	0	0	0	0	0	0	0	**1,150,000**
Total	**50,000**	**1,100,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,150,000**

Capital Improvement Plan

Ramsey, MN

Project #	24-WTR-001
Project Name	Well #10 and Pump House #6

Total Project Cost	$1,750,000	Department	Water Utility
Type	Improvement	Category	Water Utility Improvement
Priority	4-New Addition (Med)	Status	Active
Useful Life	50 years		

Description

Construct municipal well #10 and pump house #6. Location to be determined fro a well-siting study in 2024.

Justification

As Ramsey's population continues to grow, there will be a need to increase the water supply pumping capacity to meet daily water consumption needs. The 2017 comprehensive water system study update identified the need to construct additional wells for daily demand needs in 2023 and 2028. A well was not added in 2023, but based on current population projections, a new well is proposed to be constructed in 2028, which will be connected to the new water treatment plant.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	1,750,000	0	0	0	0	0	0	**1,750,000**
Total	**0**	**0**	**0**	**1,750,000**	**0**	**0**	**0**	**0**	**0**	**0**	**1,750,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Water Utility Fund	0	0	0	1,750,000	0	0	0	0	0	0	**1,750,000**
Total	**0**	**0**	**0**	**1,750,000**	**0**	**0**	**0**	**0**	**0**	**0**	**1,750,000**

Capital Improvement Plan

Ramsey, MN

Project #	24-WTR-002
Project Name	Well#1 Pressure Filter and Generator

Total Project Cost	$1,500,000	Department	Water Utility
Type	Improvement	Category	Water Utility Improvement
Priority	4-New Addition (Med)	Status	Active
Useful Life	50 years		

Description

Install pressure filter to remove Iron and Manganese from municipal water supply at well pumphouse #1 and install emergency power supply generator to power the well and filter during power outages.

Justification

Well#1 will not be connected to the new water treatment plant (WTP) since the price of running a raw watermain line from well #1 to the WTP would be cost prohibitive. However, a small pressure filter would fit within the existing pumphouse and would be able to remove Iron and Manganese from water supplied by well #1, which would add 1.08 million gallons per day to the city's water supply system. Adding an onsite emergency generator will power the well and pressure filter during power outages. Only two city wells currently have emergency power generators.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	1,500,000	0	0	0	0	0	0	0	**1,500,000**
Total	**0**	**0**	**1,500,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,500,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Water Utility Fund	0	0	1,500,000	0	0	0	0	0	0	0	**1,500,000**
Total	**0**	**0**	**1,500,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,500,000**

Capital Improvement Plan

Ramsey, MN

Project #	25-WTR-001
Project Name	Pump House #1 Roof Replacement

Total Project Cost	$42,500	Department	Water Utility
Type	Improvement	Category	Water Utility Improvement
Priority	1-Existing Obligation (High)	Status	Active
Useful Life	20 years		

Description

Pump House #1: Replace flat/rubber roof, tear off old cedar shake fascia and replace with metal fascia, new metal flashing and gutter repairs.

Justification

Pump House #1's roof is about 20 years old. Currently water is leaking into the chlorine room as well as into the wooden soffit area and rotting out the wooden soffit and fascia. We plan to replace the old rubber roof, wood soffit and cedar shake fascia with metal. There will be less maintenance and repairs with metal.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	42,500	0	0	0	0	0	0	0	0	0	**42,500**
Total	**42,500**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**42,500**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Water Utility Fund	42,500	0	0	0	0	0	0	0	0	0	**42,500**
Total	**42,500**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**42,500**

Capital Improvement Plan

Ramsey, MN

Project #	25-WTR-002
Project Name	Water Meter Reading Fixed Network

Total Project Cost	$175,000	Department	Water Utility
Type	Improvement	Category	Water Utility Improvement
Priority	3-Existing Obligation (Med)	Status	Active
Useful Life	10 years		

Description

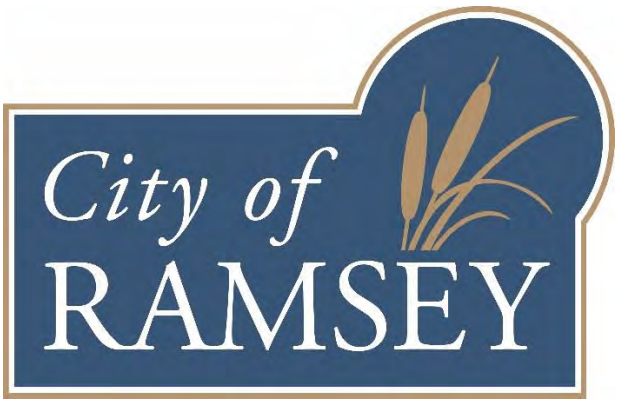
The project would include the installation of 6 Gateway data collectors through out the City to remotely read water meters. The 6 locations have been identified, utilizing 3 water towers and 3 tornado siren poles.

Justification

The implementation of this project would benefit the Water Utility in multiple ways. First, it would allow us to identify broken water meters weekly, (currently quarterly). Second we would be able to see resident meters that are showing a constant usage weekly. We could contact the resident and help them solve their issue before they receive a massive water bill. This really is a win win for the Utilities Department. We will be helping residents as well as making sure we are billing correctly.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Furnishings/Equipment	0	0	175,000	0	0	0	0	0	0	0	**175,000**
Total	**0**	**0**	**175,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**175,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Water Utility Fund	0	0	175,000	0	0	0	0	0	0	0	**175,000**
Total	**0**	**0**	**175,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**175,000**



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CASH FLOW PROJECTIONS

Business Revolving Loan Fund

	Actual 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032	Projected 2033	Projected 2034
FUND BALANCE, Beginning of Year	350,199	367,037	220,708	253,165	285,071	316,422	347,211	377,433	407,083	411,153	415,265	419,418
REVENUES:												
StoneBrook- Prn			25,000	25,000	25,000	25,000	25,000	25,000				
StoneBrook- Int			5,250	4,375	3,500	2,625	1,750	875				
Interest Earnings	16,838	3,670	2,207	2,532	2,851	3,164	3,472	3,774	4,071	4,112	4,153	4,194
Total Revenues	16,838	3,670	32,457	31,907	31,351	30,789	30,222	29,649	4,071	4,112	4,153	4,194
EXPENDITURES:												
Soderholm Loan		150,000										
Total Expenditures	-	150,000	-	-	-	-	-	-	-	-	-	-
Increase (Decrease) in Cash	16,838	(146,330)	32,457	31,907	31,351	30,789	30,222	29,649	4,071	4,112	4,153	4,194
FUND BALANCE, End of Year	**367,037**	**220,708**	**253,165**	**285,071**	**316,422**	**347,211**	**377,433**	**407,083**	**411,153**	**415,265**	**419,418**	**423,612**

CAPITAL MAINTENANCE FUND - 9810

	Actual 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032	Projected 2033	Projected 2034
FUND BALANCE, Beginning of Year	1,185,444	978,782	795,281	713,234	612,266	548,389	483,873	193,711	125,648	56,905	(12,526)	(12,651)
REVENUES:												
Excess Revenue Transfer (Year End)	-	-	-	-	-	-	-	-	-	-	-	-
Interest Earnings	82,819	9,788	7,953	7,132	6,123	5,484	4,839	1,937	1,256	569	(125)	(127)
Total Revenues	82,819	9,788	7,953	7,132	6,123	5,484	4,839	1,937	1,256	569	(125)	(127)
EXPENDITURES:												
Repair/Replace City Hall Exterior Lighting		40,000										
Central Park Main Parking Lot Recor	219,481	2,417										
Boardwalk Okapi		25,872										
Riversbend Monument Sign replace												
City Hall retaining wall - 2024 budget		15,000					225,000					
Reseal Police Department Floor				38,100								
Resurface Fire #1 Floor/Apparatus Bay												
Repair/Replace Flat Roof Areas at Fire Station #1		15,000										
Replace bad caulking & Grout City Hall			20,000									
Replace Bad Counter tops city hall - 24 budget												
Sprinker Fire Station #1		25,000										
Park Trail Patching	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000		
Park Maint												
Total Expenditures	289,481	193,289	90,000	108,100	70,000	70,000	295,000	70,000	70,000	70,000	-	-
Increase (Decrease) in Cash	(206,662)	(183,502)	(82,047)	(100,968)	(63,877)	(64,516)	(290,161)	(68,063)	(68,744)	(69,431)	(125)	(127)
CASH/FUND BALANCE, End of Year	**978,782**	**795,281**	**713,234**	**612,266**	**548,389**	**483,873**	**193,711**	**125,648**	**56,905**	**(12,526)**	**(12,651)**	**(12,778)**

EQUIPMENT REVOLVING FUND #9234

	Actual 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032	Projected 2033	Projected 2034
FUND BALANCE, Beginning of Year	690,178	144,120	84,944	17,794	7,972	8,051	8,132	8,213	8,295	8,378	8,462	8,547
REVENUES:												
Transfers from General Fund:												
Excess Revenue	27,827	-	-	-	-	-	-	-	-	-	-	-
Close fund 9803												
QCTV Funds	20,000	20,000										
Interest Earnings	34,788	1,441	849	178	80	81	81	82	83	84	85	85
Total Revenues	82,615	21,441	849	178	80	81	81	82	83	84	85	85
EXPENDITURES:												
Capital Outlay:												
General Government	**608,673**	79,000	**68,000**	10,000		-						
Improvements with qctv funds	1,574	1,617										
Total Expenditures	610,247	80,617	68,000	10,000	-	-	-	-	-	-	-	-
Increase (Decrease) in Cash	(527,632)	(59,176)	(67,151)	(9,822)	80	81	81	82	83	84	85	85
Reserved for QCTV Funding Purcha	81,960	100,343										
FUND BALANCE, End of Year	144,120	84,944	17,794	7,972	8,051	8,132	8,213	8,295	8,378	8,462	8,547	8,632
	226,080	185,288										

FACILITY FUND #9412

	Actual 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032	Projected 2033	Projected 2034
FUND BALANCE, Beginning of Year	711,798	727,422	644,827	651,275	657,788	664,366	671,009	677,719	684,496	691,341	698,255	705,237
REVENUES:												
Excess Revenue Transfer (Year End	9,276	-	-	-	-	-	-	-	-	-	-	-
Municipal Center Land Sale												
Interest Earnings	34,939	7,274	6,448	6,513	6,578	6,644	6,710	6,777	6,845	6,913	6,983	7,052
Total Revenues	44,215	7,274	6,448	6,513	6,578	6,644	6,710	6,777	6,845	6,913	6,983	7,052
EXPENDITURES:												
PW Campus												
Fire Station #1 Storage Building		20,000										
Fire Station Carpeting & Panels		20,000										
City Hall security study		22,000										
PW Front End Improvements		15,690										
City Hall Improvement (Code enforce area)		6,806										
PD front end remodel		5,373										
PW Trailer Removal/Police Impour	28,591											
Total Expenditures	28,591	89,869	-	-	-	-	-	-	-	-	-	-
Increase (Decrease) in Cash	15,624	(82,595)	6,448	6,513	6,578	6,644	6,710	6,777	6,845	6,913	6,983	7,052
CASH BALANCE, End of Year	**727,422**	**644,827**	**651,275**	**657,788**	**664,366**	**671,009**	**677,719**	**684,496**	**691,341**	**698,255**	**705,237**	**712,290**
PW Loan Balance	218,811	178,687	137,761	96,016	53,436							
FUND BALANCE, End of Year	**508,611**	**466,140**	**513,514**	**561,772**	**610,930**	**671,009**	**677,719**	**684,496**	**691,341**	**698,255**	**705,237**	**712,290**

FLEET VEHICLE FUND - 0297

	Actual 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032	Projected 2033	Projected 2034
FUND BALANCE, Beginning of Year	135,284	90,343	31,099	1,099	1,099	1,099	1,099	1,099	1,099	1,099	1,099	1,099
REVENUES:												
Sale of Vehicles-Auction	20,000											
Distribute PriorYears Int Earnings	28,126											
Total Revenues	48,126	-	-	-	-	-	-	-	-	-	-	-
EXPENDITURES:												
Replace 2005 Ford Taurus #403			30,000									
Replace 2006 Impala #407	29,000											
Replac 2010 Chev Silverado #676	64,066	11,244										
2024 vehicles		48,000										
Total Expenditures	93,066	59,244	30,000	-	-	-	-	-	-	-	-	-
Increase (Decrease) in Cash	(44,940)	(59,244)	(30,000)	-	-	-	-	-	-	-	-	-
CASH/FUND BALANCE, End of Year	**90,343**	**31,099**	**1,099**	**1,099**	**1,099**	**1,099**	**1,099**	**1,099**	**1,099**	**1,099**	**1,099**	**1,099**

LAWFUL GAMBLING FUND #270

	Actual 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032	Projected 2033	Projected 2034
FUND BALANCE, Beginning of	434,946	488,706	366,189	339,520	312,717	285,781	258,710	230,210	53,003	25,654	97,420	69,048
REVENUES:												
Required Contributions:												
Anoka Area Ice Arena As	24,315	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Anoka Area Hockey Asso	3,329	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
ARAA	16,535	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000
Ramsey Lions Club	57,479	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000
Interest Earnings	21,603	2,444	1,831	1,698	1,564	1,429	-	1,294	1,151	265	128	487
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	123,261	102,944	102,331	102,198	102,064	101,929	100,500	101,794	101,651	100,765	100,628	100,987
EXPENDITURES:												
Park Improvement Program												
Ford Brook Playground Equipment												
Field Lighting Central Park								150,000				
Playground Replacement I	28,600	189,486	100,000	100,000	100,000	100,000	100,000	100,000	100,000		100,000	100,000
Draw Park Concerts in the	20,900	23,475	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000
Alexandra House	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Youth First	15,000	7,500	-	-	-	-	-	-	-	-	-	-
Total Expenditures	69,500	225,461	129,000	129,000	129,000	129,000	129,000	279,000	129,000	29,000	129,000	129,000
Increase (Decrease) in Cash	53,761	(122,517)	(26,669)	(26,802)	(26,936)	(27,071)	(28,500)	(177,206)	(27,349)	71,765	(28,372)	(28,013)
FUND BALANCE, End of Year	**488,706**	**366,189**	**339,520**	**312,717**	**285,781**	**258,710**	**230,210**	**53,003**	**25,654**	**97,420**	**69,048**	**41,035**

MSA Fund

	Actual 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032	Projected 2033	Projected 2034
Beginning Balance	3,960,405	1,089,728	1,082,215	85,436	409,578	627,241	894,989	1,521,621	1,850,252	1,906,935	2,389,901	3,124,498
Revenues												
Current Year Allocation (Held at State)	1,543,201	1,676,298	1,684,679	1,693,103	1,701,568	1,710,076	1,718,627	1,727,220	1,735,856	1,744,535	1,753,258	1,762,024
Transportation Tax - 2023 Legislation		12,066										
TIF Transfer for Variolite St												
Riverdale Reim from metro municipal agreement												
Interest Earnings	19,802	10,897	10,822	854	4,096	6,272	8,950	15,216	18,503	19,069	23,899	31,245
Coop Grant for Riverdale												
HRA Share for Riverdale		647,886										
TIF Share for Riverdale												
Total Revenue	5,523,408	3,436,876	2,777,717	1,779,393	2,115,243	2,343,589	2,622,566	3,264,057	3,604,611	3,670,539	4,167,058	4,917,767
Expenditures												
MSA Maintenance (Received from State Held Allocation)	(210,000)	(240,000)	(240,000)	(240,000)	(270,000)	(270,000)	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)
CIP Projects												
MSA Overlays: 2023 See listing in CIP	(421,141)											
167th Avenue Street Recon	(1,652,600)											
Waco to Sunwood Dr Rec												
MSA overlays: 2024 See Listing in CIP	(697)	(366,900)										
MSA overlays: 2026 See Listing in CIP				(1,121,815)								
MSA overlays: 2027 See Listing in CIP					(747,780)							
MSA overlays: 2028 See Listing in CIP												
MSA overlays: 2029 See Listing in CIP							(239,400)					
MSA overlays: 2030 See Listing in CIP								(66,150)				
MSA overlays: 2031 See Listing in CIP									(876,488)			
MSA overlays: 2034 See Listing in CIP												**980,437**
MSA Pavement Rejuvenation												
Alpine Drive (TH 47 & Roanoke) Street Recon								(1,019,655)				
Alpine Drive (Variolite & Ramsey Blvd) Street Recon									(492,188)			
Alpine Drive (Puma CSAH 83)	(44,798)	(689,602)										
Alpine Drive (5/47)			(530,250)									
Alpine Drive (cr57/CSAH 5)			(445,031)									
Alpine Drive ((TH10 & Puma Street)						(1,107,600)						
142nd Avenue										(529,200)		
161st Avenue Recon	(766,655)	(38,000)										
Riverdale between Llama & Bowers & Capstone/Pearson	(261,636)											
Jaspar Street (Sunwood/McKinley)										(413,438)		
Juniper Ridge between 156th & Roanoke Street Recon					(390,628)							
Sunwood Drive Recon CR5 Erkium St			(303,000)									
Uranimite Street (149th ave/152nd ln)											(327,600)	
Waco Street (150th/Alpine Dr)											(372,960)	
142nd Ave Street Recon					(67,594)							
Roundabout-Alpine/Armstrong	(184,575)											
Hwy 10 & BNSF RR Grade Separation at Ramsey Blvd	(375,000)	(250,000)	(375,000)									
Hwy 10 & BNSF RR Grade Separation at Sunfish Lake	(375,000)	(250,000)	(375,000)									
Recon Xkimo TH47 to 142nd	(37,222)	(474,159)										
Concrete Repairs			(405,000)				(549,545)					
Annual MSA Pavement Marking Improvements	(104,355)	(46,000)	(19,000)	(8,000)	(12,000)	(71,000)	(12,000)	(28,000)	(29,000)	(38,000)	(42,000)	(22,000)
Total Expenditures	(4,433,679)	(2,354,661)	(2,692,281)	(1,369,815)	(1,488,002)	(1,448,600)	(1,100,945)	(1,413,805)	(1,697,676)	(1,280,638)	(1,042,560)	658,437
FUND BALANCE, End of Year	**1,089,728**	**1,082,215**	**85,436**	**409,578**	**627,241**	**894,989**	**1,521,621**	**1,850,252**	**1,906,935**	**2,389,901**	**3,124,498**	**5,576,204**

Park Improvement Fund	Act	Actual 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032	Projected 2033	Projected 2034	Parks Supplemental CIP 2025-2034 Future
Beginning Balance		6,940,688	7,683,511	8,343,782	4,875,501	4,469,878	4,632,228	4,695,389	4,858,866	5,003,160	5,168,176	5,334,017	5,465,687	
Projected Revenue														
Park/Trail Dedications (Averaged Ehlers Study for 2017-2		779,800	1,488,233	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	
Donations		-	-	-	-	-	-	-	-	-	-	-	-	
MRT reim0-Anoka														
Interest Earnings		351,709	38,418	41,719	24,378	22,349	23,161	23,477	24,294	25,016	25,841	26,670	27,328	
TOTAL REVENUE		1,131,509	1,526,651	186,719	169,378	167,349	168,161	168,477	169,294	170,016	170,841	171,670	172,328	
CIP Projects														
Alpaca Estates Outlet												(35,000)		
Amphitheater Lighting				(40,000)										
Barn Stabilization & Farm House Repair				(95,000)										
Aeration for Sunfish Lake & The Draw					(40,000)									
Alpine Park Winter Facilities (Future)														$ (2,500,000)
Central Park Parking Lot (authorized 10-11-16)														
Central Park Parking Lot		(313,210)												
Central Park Cameras				(30,000)										
Central Park Irrigation			(51,224)											
Bunker Lake Blvd Trail (Not in CIP) see Bolton & Menk COR			(353,000)											
Central Park Dugouts														
COR Park/1st Phase Waterfront Park		(49,836)	(382,000)	(3,000,000)										
Grading & Drainage Plan COR Parks Bolton & Menk														
Elmcrest Creek Trail (Future)2027														$ (800,000)
Elmcrest Park Entrance		(1,226)		(80,000)										
Emerald Pond Pergola														
Elm Crest Cameras														
Hollow Park			(75,156)											
Landscape Improvements for Parks			(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	
Mississippi River Park Development (Future)														$ (750,000)
Central Anoka County Regional Trail Bridge Over 10														$ (7,000,000)
COR Boulevard Trees					(100,000)									
Municipal Plaza (Future)														$ (3,700,000)
Northfork Trail Connection				(150,000)										
Observation Deck-Mississippi							(100,000)							
Outdoor Hockey Rinks					(400,000)									
Playground Equip-Snowy Owl		(24,414)												
Riverdale between Llama & Bowers & Capstone/Pearson Proj														
Pickleball Court														
Ramsey Plaza Dirt level														
Reroof Park Shelters/Warming House				(75,000)										
River's Bend South Shelter Replacement				(100,000)										
Riversbluff Outlaws A Acquisition									(20,000)					
Sixth Community Park (Future)2027														$ (3,800,000)
Trail Projects				(80,000)	(30,000)									
Trott Brook Trail Corridor (Future)														$ (4,000,000)
Lake Itasca Park Phase I & II (Future)														$ (1,200,000)
Lake Itasca/COR Greenway (Future)														$ (1,900,000)
Total CIP Projects (EXPENDITURES)		(388,686)	(866,380)	(3,655,000)	(575,000)	(5,000)	(105,000)	(5,000)	(25,000)	(5,000)	(5,000)	(40,000)	(5,000)	(25,650,000)
FUND BALANCE, End of Year		7,683,511	8,343,782	4,875,501	4,469,878	4,632,228	4,695,389	4,858,866	5,003,160	5,168,176	5,334,017	5,465,687	5,633,015	

Possible Future Projects-Currently Unfunded or not high priority

Pavement Management Fund-9435												
	Actual 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032	Projected 2033	Projected 2034
Beginning Balance	15,102,525	14,628,255	10,556,453	6,126,043	3,915,162	1,777,321	1,357,833	701,982	407,993	(268,577)	(6,590)	(1,070,111)
Special Assessments	9,857	-	-	-	-	-	-	-	-	-	-	-
Transfers In: TIF 1-Flintwood Hills Recon				840,000								
Transfers In: TIF 2-Flintwood Hills Recon				175,920								
Transfers In: TIF 2-Riverside West Recon				199,665								
Transfers In: TIF 2-Windemere Woods Recon					658,685							
Property Tax Levy(based on 5% Levy increase	1,739,254	1,826,217	1,917,528	2,013,404	2,114,074	2,219,778	2,330,767	2,447,305	2,569,671	2,698,154	2,833,062	2,974,715
Est Arbitrage	(166,156)											
Interest Earnings	495,686	73,141	52,782	30,630	19,576	8,887	6,789	3,510	2,040	(1,343)	(33)	(5,351)
Total Revenues	2,078,641	1,899,358	1,970,310	3,259,619	2,792,335	2,228,665	2,337,556	2,450,815	2,571,711	2,696,811	2,833,029	2,969,364
Road Improvements:												
Pavement Management Projects(See CIP listings)	(2,521,754)	(5,855,870)	(6,341,430)	(5,420,331)	(4,891,213)	(2,616,120)	(2,984,494)	(2,744,805)	(3,248,280)	(2,434,824)	(3,896,550)	(3,957,030)
Special Assessment Rebate	(31,158)	(59,290)	(59,290)	(50,169)	(38,964)	(32,033)	(8,913)					
Inspector Vehicle for road projects		(56,000)										
Total Expenditures	(2,552,912)	(5,971,160)	(6,400,720)	(5,470,500)	(4,930,177)	(2,648,153)	(2,993,407)	(2,744,805)	(3,248,280)	(2,434,824)	(3,896,550)	(3,957,030)
Increase (decrease) in Cash	(474,271)	(4,071,802)	(4,430,410)	(2,210,881)	(2,137,841)	(419,488)	(655,851)	(293,990)	(676,569)	261,987	(1,063,521)	(987,666)
FUND BALANCE, End of Year	**14,628,255**	**10,556,453**	**6,126,043**	**3,915,162**	**1,777,321**	**1,357,833**	**701,982**	**407,993**	**(268,577)**	**(6,590)**	**(1,070,111)**	**(2,057,776)**

PUBLIC IMPROVEMENT REVOLVING [PIR] FUND #9400

	Actual 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032	Projected 2033	Projected 2034
FUND BALANCE - Beginning of Year	5,518,433	5,026,067	3,721,431	2,458,145	2,376,727	2,129,494	1,919,789	1,707,987	1,494,067	1,278,007	1,059,787	839,385
REVENUES:												
Special Assessments (P&I) & Payoffs	532,280	9,056										
Wear Course Parkside Towhhomes		7,700										
PSD Special Assess for Bunker Lake Blvd				191,000								
Reim Pothole Patching Arpa Funds		100,000										
Reim Fire Truck Loan				300,000								
Prior 2010 COR Exp Reim	45,343											
General Fund -30% transfer (exces	27,827	-	-	-	-	-	-	-	-	-	-	-
TIF 8 Reimbursement interfund Loan												
Interest Earnings	264,751	50,261	37,214	24,581	23,767	21,295	19,198	17,080	14,941	12,780	10,598	8,394
Total Revenues	870,201	167,016	37,214	515,581	23,767	21,295	19,198	17,080	14,941	12,780	10,598	8,394
EXPENDITURES:												
Hwy 47 Transportation Study		30,000										
Alpine/Armstrong Roundabout Landscaping					40,000							
Business Park 95 Cul-De-Sac		139,354										
County 5 Transportation Study		50,000										
County 83 Transportation Study		35,000										
Hwy 10 road impr-bill time	14,972	100,000										
Hwy 10 & BNSF RR Grade Sep at Ram	375,000	250,000	375,000									
Hwy 10 & BNSF RR Grade Sep at Sunfi	375,000	250,000	375,000									
Pothole Patching	422,595											
Basalt st		99,000										
McKinley Street Pavement Ext (From CC Case)		94,172										
MSA Bunkr Lake Blvd (See Oppidan Contrib & Spec Asses to PSD				391,000								
2025 Neighborhood Overlays			14,500									
Ramsey Villas Sound Wall		58,001										
Sunwood Drive Roundabout Landscaping			30,000									
Sunwood Drive Concrete Repairs		50,000										
Tree Preservation-Riverdale (Capstone/Pearson project)-10		110,125										
Anoka Cnty S.A. Expenses		6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Transfers to Other Funds:												
General Fund-Loan For Fire Truck			300,000									
General Fund Transfer To	175,000	200,000	200,000	200,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000
Total Expenditures	1,362,567	1,471,652	1,300,500	597,000	271,000	231,000	231,000	231,000	231,000	231,000	231,000	231,000
INCREASE (DECREASE) IN CASH	(492,366)	(1,304,636)	(1,263,286)	(81,419)	(247,233)	(209,705)	(211,802)	(213,920)	(216,059)	(218,220)	(220,402)	(222,606)
FUND BALANCE - End of Year	**5,026,067**	**3,721,431**	**2,458,145**	**2,376,727**	**2,129,494**	**1,919,789**	**1,707,987**	**1,494,067**	**1,278,007**	**1,059,787**	**839,385**	**616,779**

Sewer Utility Fund - Working Capital

	Actual 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032	Projected 2033	Projected 2034
New Construction Units	50	50	100	25	25	25	25	25	25	25	25	25
Connection Charge	1,349	1,349	1,389	1,417	1,445	1,474	1,503	1,534	1,564	1,596	1,627	1,660
Beginning Balance	11,545,660	11,216,353	7,824,276	4,822,412	4,479,531	4,609,654	4,536,059	4,344,956	4,316,977	4,152,783	3,838,880	3,360,737
Utility Revenue												
From Utility Billings(sewer study)	1,986,513	2,285,920	2,335,216	2,381,920	2,429,559	2,478,150	2,527,713	2,578,267	2,629,833	2,682,429	2,736,078	2,790,799
WRITE DOWN INV TO MARKET VALUE												
Interest Earnings	850,112	56,082	39,121	24,112	22,398	23,048	22,680	43,450	43,170	41,528	38,389	33,607
SAC (1% of SAC Fee to Met Council)	7,952	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Connection Charges-Trunk	92,711	67,450	138,900	35,420	36,128	36,850	37,587	38,339	39,106	39,888	40,686	41,500
(see Construction units & Connection Charge Above)												
Operating Expense	(1,576,798)	(1,876,029)	(1,917,601)	(2,051,833)	(2,195,461)	(2,349,144)	(2,513,584)	(2,689,535)	(2,877,802)	(3,079,248)	(3,294,796)	(3,525,431)
(Personal Services, Supplies, Other Services & Charges)												
CIP Projects-Sewer Utilities												
Utility Truck(s)		(75,000)	(34,000)			(39,000)						
Water truck (1/4 cost)				(84,000)								
Jetter/Vac Truck				(650,000)								
Televisng Trailer		(50,000)										
Mobile Generator					(164,000)							
Backhoe (portion of cost)							(17,000)					
Pavement Mgmt Road Projects	(20,840)											
Xkimo		**(5,000)**										
Juniper Woods		**(16,000)**										
161st Avenue Recon	(138,216)	**(10,000)**										
Lift Station #1 Rehab & Generator		**(100,000)**	**(65,000)**									
Lift Station #4 Backup Generator							**(250,000)**					
Lift Station #7 Backup Generator						**(225,000)**						
Replace Pumps at Liftsation #2		(57,000)										
Replace Pumps at Liftsation #4		(59,000)										
Trott Brook Crossing Liftstation #10	(1,530,740)	(35,000)										
Water Treatment Plant		(3,500,000)	(3,500,000)									
Fire Station #1 Sanitary Sewer		(20,000)										
Remaining Working Capital Balance	**11,216,353**	**7,824,276**	**4,822,412**	**4,479,531**	**4,609,654**	**4,536,059**	**4,344,956**	**4,316,977**	**4,152,783**	**3,838,880**	**3,360,737**	**2,702,712**

Stormwater Management Fund #292

	Actual 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032	Projected 2033	Projected 2034
Beginning Balance	1,081,777	1,441,919	1,816,383	1,187,547	1,219,422	1,251,616	1,284,132	1,316,974	1,350,144	1,383,645	1,417,481	1,451,656
Developer's Contributions	235,196	301,367	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
COR Infiltration Contributions												
Home2 Suites	18,510											
Waterfront		27,678										
Lightbridge Academy		20,000										
Skyline On Sunwood		11,000										
Aldi	23,220											
Reim prior 2010 COR Exp	24,929											
Interest Earnings	58,288	14,419	18,164	11,875	12,194	12,516	12,841	13,170	13,501	13,836	14,175	14,517
Total Revenues	360,143	374,464	38,164	31,875	32,194	32,516	32,841	33,170	33,501	33,836	34,175	34,517
CIP Projects-Park Projects												
Riversbend Regional Storm Basin			(667,000)									
Total Expenditures	-	-	(667,000)	-	-	-	-	-	-	-	-	-
Increase (decrease) in Cash	360,143	374,464	(628,836)	31,875	32,194	32,516	32,841	33,170	33,501	33,836	34,175	34,517
FUND BALANCE, End of Year	1,441,919	1,816,383	1,187,547	1,219,422	1,251,616	1,284,132	1,316,974	1,350,144	1,383,645	1,417,481	1,451,656	1,486,173

Storm Water Utility Fund #605	Actual 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032	Projected 2033	Projected 2034
Working Capital												
Beginning Balance	2,864,406	3,035,191	2,426,536	1,535,262	947,476	398,935	775,560	1,035,314	1,294,941	1,219,743	1,242,551	950,322
Utility Revenue -	1,252,659	1,333,400	1,533,410	1,686,751	1,855,426	2,040,969	2,143,017	2,250,168	2,362,676	2,480,810	2,604,851	2,735,093
From Utility Billings												
Interest Earnings	148,835	30,352	24,265	15,353	9,475	3,989	7,756	10,353	12,949	12,197	12,426	9,503
Total revenues	1,401,494	1,363,752	1,557,675	1,702,104	1,864,901	2,044,958	2,150,773	2,260,521	2,375,626	2,493,008	2,617,276	2,744,596
Operating Expense												
(Personal Services, Supplies, Other												
Services & Charges)	(482,623)	(516,407)	(663,869)	(765,256)	(841,781)	(1,000,960)	(1,176,056)	(1,368,661)	(1,580,527)	(1,813,580)	(2,069,938)	(2,351,932)
CIP Projects-Stormwater Utility												
Street Sweeper			(330,000)		(330,000)							
Water Truck (1/4 of Cost)				(84,000)								
Vactor Trailer		(211,534)										
Jetter/Vac Truck ($850K total)				(200,000)								
Ford f550 (1/3 cost) $128,255		(58,650)										
Water Truck (Share of)				(125,000)								
Annual Drainage Enhancement			(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)
Outlet Control Structure Improvement	(81,925)											
Central Park Parking Lot Recon-Run Off	(136,755)											
River Storm Water Discharge Treatment			(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)
Storm Sewer 142nd Avenue										(108,486)		
Storm Sewer 161st Avenue	(230,116)	(10,000)										
Storm Sewer Anderson Estates												(85,050)
Storm Sewer Alpine Drive									(73,828)			
Storm Sewer Barthels Rum River Acres		(151,313)										
Storm Sewer Barthels Rum River Acres 2nd	(231,896)	(10,000)										
Storm Sewer Bunker Lake Blvd(Jackal St/Armstrong)				(49,215)								
Storm Sewer Carol Rose Est				(67,014)								
Storm Sewer Brookview Est										(80,590)		
Storm Sewer Countryside Est (From cc case)				(291,006)								
Storm sewer for concrete repairs							(143,182)					
Storm Sewer Deerwood St					(104,751)							
Storm Sewer Dickensons Mississippi Est			(306,722)									
Storm Sewer Echo Ridge										(22,680)		
Storm Sewer Xkimo St		(106,600)										
Storm Sewer Fox Ridge Et 1st & 2nd			(394,506)									
Storm Sewer Ford Brook Est 3rd		(108,360)										
Storm Sewer Halls Dover		(88,200)										
Storm Sewer Alicia St							(80,719)					
Storm Sewer Alpine Drive								(152,948)				
Storm Sewer Alpine (puma-CSAH 83)		(110,160)										
Storm Sewer Alpine Dr (5/47)			(79,538)									
Storm Sewer Alpine (CR 57/CSAJ 5)			(66,755)									
Storm Sewer Hall-Anderson Acres					(163,152)							
Storm Sewer Sorteberg 6					(114,948)							
Storm Sewer Jaspar St										(62,016)		
Storm Sewer Klemish & Klemish									(143,640)			
Storm Sewer Winnemere woods					(98,803)							
Storm Sewer High Point			(214,524)									
Storm Sewer Menkvels Country Park							(89,775)					
Storm Sewer Nature View								(43,470)				
Storm Sewer North Forty									(105,840)			
Storm Sewer Northfork Lake										(58,590)		
Storm Sewer Northfork Oaks 2nd										(51,030)		
Storm Sewer Northfork Oaks 3rd										(94,500)		
Storm Sewer Oakwood Hills					(46,350)							
Storm Sewer Riverside West				(29,950)								
Storm Sewer River Bluffs								(62,606)				
Storm Sewer Section 01 unplatted				(132,192)								
Storm Sewer Section 22 Unplatted			(44,541)									
Storm Sewer Section 06 Unplatted												(231,525)
Storm Sewer Section 07 Unplatted							(13,076)					
Storm Sewer Section 17 Unplatted							(121,078)					
Storm Sewer Section 24 Unplatted								(34,965)				
Storm Sewer Section 15 Unplatted									(148,365)			
Storm Sewer Sunwood D/Waco Street Recon												
Storm Sewer Ramsey Meadows 1, 3 & 4						(43,290)						
Storm Sewer Sunfish Square 1 & 2							(86,231)					
Storm Sewer Sunwood (5/Erkium)			(45,450)									
Storm Sewer Section 21 unplatted						(287,352)						
Storm Sewer 167th Ave		(78,550)										
Storm Sewer-Flintwood Hills				(152,388)								
Storm Sewer-Juniper between 156 & Roanoke					(58,594)							
Storm Sewer-Juniper Woods 1-3rd		(61,875)										
Storm Sewer 142nd Avenue					(10,139)							
Storm Sewer 2027 MSA Overlay Projects					(37,389)							
Storm Sewer 2023 MSA Overlay Projects	(11,657)											
Storm Sewer 2023 Overlay Projects	(8,356)											
Storm Sewer 2024 MSA overlay projects		(18,345)										
Storm Sewer 2024 overlay projects		(114,195)										
Storm Sewer 2025 overlay projects			(69,190)									
Storm Sewer 2026 overlay projects				(32,451)								
Storm Sewer 2027 overlay projects					(49,133)							
Storm Sewer 2028 overlay projects						(20,592)						
Storm Sewer 2029 MSA overlay projects							(11,970)					
Storm Sewer 2029 Overlay Projects							(18,932)					
Storm Sewer 2030 MSA Overlay Projects								(3,308)				
Storm Sewer 2030 Overlay Projects								(42,872)				
Storm Sewer 2031 MSA Overlay Projects									(43,824)			
Storm Sewer 2031 Overlay Projects									(29,799)			
Storm Sewer 2034 MSA Overlay Projects												(49,022)
Storm Sewer 2034 Overlay Projects												(5,985)
Storm Sewer Rivenwick 1st & 2nd												(125,213)
Storm Sewer Riverwood Hills												(117,180)
Storm Sewer Rodeo Hills/Valley View		(174,168)										
Storm Sewer Section 01 unplateed Recon		(50,400)										
Storm Sewer Sortegerg's street recon			(83,855)									
Storm Sewer Whispering Pine Est Plat 5												(16,632)
Storm Sewer Whispering Pine Est Plat 3	(47,381)	(45,000)										
Storm Sewer Windsorwood					(58,401)							
Storm Sewer Woodlawn Est								(142,065)				
2026 MSA Overlays				(168,272)								
Storm Sewer-MSA Alpind Drive T 10 & PUMA						(166,140)						
Storm Sewer-Gateway Industrial Park										(28,728)		
Storm Sewer-MSA Uranimite											(49,140)	
Storm Sewer-MSA Waco Street											(55,944)	
Storm Sewer-Brookview Est											(77,490)	
Storm Sewer-hunters Ridge											(315,630)	
Storm Sewer-Regency Pond 1-3											(191,363)	
Storm Sewer Sports Have Secc 1 Unpl				(43,146)								
Stormwater Drainage Impr 156 & Juniper Ridge					(350,000)							
Stormwater Drainage Impr 156th & Armstrong									(175,000)			
Total Expenditures	(1,230,709)	(1,972,407)	(2,448,949)	(2,289,890)	(2,413,441)	(1,668,334)	(1,891,018)	(2,000,895)	(2,450,824)	(2,470,200)	(2,909,505)	(3,132,538)
Remaining Working Capital Balance	**3,035,191**	**2,426,536**	**1,535,262**	**947,476**	**398,935**	**775,560**	**1,035,314**	**1,294,941**	**1,219,743**	**1,242,551**	**950,322**	**562,380**
		5% rate inc	15% rate inc	10% rate inc	10% rate inc	10% rate inc	5% rate inc	5% rate inc	5% rate inc	5% rate inc	5% rate inc	5% rate inc

Street Light Utility Fund #603 - Working Capital	Act Actual 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032	Projected 2033	Projected 2034
Beginning Balance	1,299,407	1,426,301	1,482,579	1,117,847	891,523	903,813	905,394	895,677	874,038	839,825	792,352	730,897
Utility Revenue From Utility Billings	234,607	234,607	238,207	238,207	238,207	238,207	238,207	238,207	238,207	238,207	238,207	238,207
Contributions from Developers												
Interest Earnings	64,707	14,263	7,413	5,589	4,458	4,519	4,527	4,478	4,370	4,199	3,962	3,654
Operating Expense (Personal Services, Supplies, Other Services & Charges)	(172,420)	(177,593)	(195,352)	(205,119)	(215,375)	(226,144)	(237,451)	(249,324)	(261,790)	(274,880)	(288,624)	(303,055)
CIP Projects-Street Light Utility												
Bunker Lake Blvd & Puma Lights			(100,000)									
Riverdale Drive between Ramsey Blvd & Traprock Lights				(250,000)								
COR Street Lights			(300,000)									
Priority/Developer Street Lights		$ (15,000)	$ (15,000)	$ (15,000)	$ (15,000)	$ (15,000)	$ (15,000)	$ (15,000)	$ (15,000)	$ (15,000)	$ (15,000)	$ (15,000)
Remaining Working Capital Balance	**1,426,301**	**1,482,579**	**1,117,847**	**891,523**	**903,813**	**905,394**	**895,677**	**874,038**	**839,825**	**792,352**	**730,897**	**654,704**

Water Utility Fund #601

	Actual 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032	Projected 2033	Projected 2034
Capital Expenses-Equipment												
CIP Projects												
Fire Station #1 Extension of Water		$ (20,000)										
Backhoe (portion of cost)							(17,000)					
Water Reading Meter Fixed Network					(175,000)							
Water truck (1/4 cost)				(84,000)								
util truck cost share	(60,764)	(58,650)	(34,000)			(39,000)						
A. **Water Supply & Treatment Improvements**												
Construct Well #9& Pumphouse #5			(50,000)	(1,100,000)								
Construct Well #10 & Pumphouse #6						(1,750,000)						
Well #1 Rehabilitation (Not in CIP Maintenance)		(59,000)	(62,000)	(65,000)	(68,000)	(68,000)	(68,000)	(68,000)	(68,000)	(68,000)	(68,000)	(68,000)
Pumphouse #1 Roof Replacement			(42,500)									
Well #1 Pressure Filter and Generator					(1,500,000)							
Water Treatment Facility 10 MGD Groundwater includes lines	(6,468,692)	(19,500,000)	(8,500,000)									
Refurbish Water Tower #2			(20,000)	(1,000,000)								
Refurbish Water Tower #1			$ (20,000)		(750,000)							
Watermain - xkimo		$ (33,000)										
Watermain - Alpine Drive		$ (601,000)										
Watermain-Dickenson's Mississippi Estates			$ (250,000)									
Watermain - Halls Dover Acres		$ (400,000)										
161st Ave Recon	$ (133,666)	$ (10,000)										
Subtotal - Capital Expenses	$ (6,663,122)	$ (20,681,650)	$ (8,978,500)	$ (2,249,000)	$ (2,493,000)	$ (1,857,000)	$ (85,000)	$ (68,000)	$ (68,000)	$ (68,000)	$ (68,000)	$ (68,000)
Operational Expenses												
Operating Expense-Distribution and Administration	$ (1,263,548)	$ (1,351,996)	$ (1,541,276)	$ (1,649,165)	$ (1,764,607)	$ (1,888,129)	$ (2,020,298)	$ (2,161,719)	$ (2,313,039)	$ (2,474,952)	$ (2,648,199)	$ (2,833,573)
Operating Expense-Treatment			(672,667)	(1,079,630)	(1,155,204)	(1,236,068)	(1,322,593)	(1,415,175)	(1,514,237)	(1,620,234)	(1,733,650)	(1,855,005)
Subtotal-Operating Expense	$ (1,263,548)	$ (1,351,996)	$ (2,213,943)	$ (2,728,795)	$ (2,919,811)	$ (3,124,198)	$ (3,342,891)	$ (3,576,894)	$ (3,827,276)	$ (4,095,186)	$ (4,381,849)	$ (4,688,578)
Total Annual Expenses	$ (7,926,670)	$ (22,033,646)	$ (11,192,443)	$ (4,977,795)	$ (5,412,811)	$ (4,981,198)	$ (3,427,891)	$ (3,644,894)	$ (3,895,276)	$ (4,163,186)	$ (4,449,849)	$ (4,756,578)
Water System Revenue												
New Service Connections(From Fiscal Impact Study 10/05 reduced by 200-3(	50	50	100	50	25	25	25	25	25	25	25	25
Water Sales (gallons/year)	1,076,136,938	1,090,126,718	1,104,298,366	1,118,654,245	1,133,196,750	1,147,928,308	1,162,851,376	1,177,968,443	1,193,282,033	1,208,794,700	1,224,509,031	1,240,427,648
Water rates ($/1000 gal)	$ 3.17	$ 3.33	$ 3.66	$ 4.02	$ 4.43	$ 4.87	$ 5.11	$ 5.32	$ 5.53	$ 5.75	$ 5.98	$ 6.22
Water Availability Charge (WAC) ($/connection)()	$ 1,481	$ 1,481	$ 1,555	$ 1,602	$ 1,650	$ 1,699	$ 1,750	$ 1,803	$ 1,857	$ 1,912	$ 1,970	$ 2,029
ɔnnection/Trunk Charge ($/connection)(4.5% after year 2005)	$ 2,043	$ 2,009	$ 2,069	$ 2,121	$ 2,174	$ 2,228	$ 2,284	$ 2,341	$ 2,400	$ 2,460	$ 2,521	$ 2,584
ate Revenue(Water Sales/1000 x Water Rates) + water meters	$ 3,574,961	$ 3,332,883	$ 3,666,172	$ 3,959,465	$ 4,157,439	$ 4,365,311	$ 4,583,576	$ 4,766,919	$ 4,957,596	$ 5,155,900	$ 5,362,136	$ 5,576,621
WAC Revenue(Service Connections x Wac Charge)	$ 917,425	$ 74,050	$ 362,427	$ 80,083	$ 41,242	$ 42,480	$ 43,754	$ 45,067	$ 46,419	$ 47,811	$ 49,246	$ 50,723
WRITE DOWN INVESTMENTS TO MARKET VALUE												
Interest Earnings	$ 2,072,701	$ 124,013	$ 32,009	$ 19,268	$ 15,192	$ 19,430	$ 14,926	$ 27,688	$ 40,254	$ 51,744	$ 62,667	$ 72,909
Total System Revenue	$ 6,565,087	$ 3,530,946	$ 4,060,608	$ 4,058,816	$ 4,213,873	$ 4,427,220	$ 4,642,256	$ 4,839,674	$ 5,044,269	$ 5,255,455	$ 5,474,049	$ 5,700,253
PW Land/Building-Internal Loan 2009-2028 @2%	**$ 39,337**	**$ 40,124**	**$ 40,926**	**$ 41,745**	**$ 41,745**	**$ 41,745**						
Internal Loan to offset Muni Center Debt beginning year 2011-2030 @2%	**$ 61,853**	**$ 61,853**	**$ 61,853**	**$ 61,853**	**$ 61,853**	**$ 61,853**	**$ 61,853**	**$ 61,853**				
State GRANT (on building only not trunk lines)			**$ 3,200,000**									
Sales Tax Reim (on building only. Not lines)			**$ 1,280,845**									
Water Working Capital Balance												
Total Annual Expenses	$ (7,926,670)	$ (22,033,646)	$ (11,192,443)	$ (4,977,795)	$ (5,412,811)	$ (4,981,198)	$ (3,427,891)	$ (3,644,894)	$ (3,895,276)	$ (4,163,186)	$ (4,449,849)	$ (4,756,578)
Total System Revenue	$ 6,666,277	$ 3,632,923	$ 8,644,232	$ 4,162,414	$ 4,317,471	$ 4,530,818	$ 4,704,109	$ 4,901,527	$ 5,044,269	$ 5,255,455	$ 5,474,049	$ 5,700,253
Net Income(Loss)	$ (1,260,393)	$ (18,400,723)	$ (2,548,210)	$ (815,381)	$ (1,095,340)	$ (450,380)	$ 1,276,218	$ 1,256,633	$ 1,148,993	$ 1,092,270	$ 1,024,200	$ 943,675
Beginning Water Working Capital Balance	$ 26,063,011	$ 24,802,617	$ 6,401,894	$ 3,853,684	$ 3,038,303	$ 1,942,963	$ 1,492,584	$ 2,768,802	$ 4,025,435	$ 5,174,428	$ 6,266,697	$ 7,290,897
Ending Water Working Capital Balance	$ 24,802,617	$ 6,401,894	$ 3,853,684	$ 3,038,303	$ 1,942,963	$ 1,492,584	$ 2,768,802	$ 4,025,435	$ 5,174,428	$ 6,266,697	$ 7,290,897	$ 8,234,572

TIF Projections District #1-Rivers Bend

Projected Revenue FOR TIF I	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Projected 2024	Projected 2025	Projected 2026
District I (2011)											
Balance	1,180,519	1,142,575	1,073,522	1,084,888	1,119,223	1,151,858	1,145,116	1,134,149	1,227,027	801,814	842,657
Revenues											
TIF Increments											
Jam Hops Site (Orig purchased with TIF 1)									578,995		
Complete Auto (Old Amoco Site purchased with TIF 1)									88,089		
Transfer from TIF 14 for CoR Exp paid prior 2010								39,172	39,172	39,172	39,172
Transfer of Int earnings prior to 1997 to HRA											
Interest Earnings	10,922	15,369	18,484	37,498	33,686	(5,848)	(9,963)	54,659	5,726	5,671	6,135
Total Revenue	10,922	15,369	18,484	37,498	33,686	(5,848)	(9,963)	93,831	711,982	44,843	45,307
Less:											
Administrative Expenses	(2,620)	(987)	(1,915)	(3,162)	(1,051)	(893)	(1,004)	(953)	(3,194)	(4,000)	(4,000)
Total Expense	(2,620)	(987)	(1,915)	(3,162)	(1,051)	(893)	(1,004)	(953)	(3,194)	(4,000)	(4,000)
CIP Project Costs:											
Shovel Ready Projects	(46,246)	(83,436)	(5,203)	-	-						
Zeolite Street									(819,000)		
Transfer to Pavement Mgmt Fund for Flintwood Hills Recon (TIF Dev District) -$1,015,920 Proj Est 2025-2034 CIP											(840,000)
Center Street (See also TIF 2)									(315,000)		
Total CIP Project Costs	(46,246)	(83,436)	(5,203)	-	-	-	-	-	(1,134,000)	-	(840,000)
Remaining TIF Balance	1,142,575	1,073,522	1,084,888	1,119,223	1,151,858	1,145,116	1,134,149	1,227,027	801,814	842,657	43,964
(Total Revenue less Total Project Costs											

TIF Projections District #2 - Gateway												
(2013)	Tif Plan Budget Amended 11-13 Decertified											
	Actual 2013	**Actual 2016**	**Actual 2017**	**Actual 2018**	**Actual 2019**	**Actual 2020**	**Actual 2021**	**Actual 2022**	**Actual 2023**	**Projected 2024**	**Projected 2025**
Revenues											
TIF Increments on agreements	$ 1,557,425	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Easement funds for Business Park 95	10,454	0	0	0	0	0	0	0	0	-	-
Reim for Prior 2010 exp COR area									1,137	1,137	1,137
Int on F&C City Fee Loan									97,728	93,237	88,567
Interest on F&C Admin Loan (TIF 14 in amount of $425,845.90) for 2010-2015 int									17,034	16,255	15,445
Interest Earnings(2000 neg int adj for borrowing)	(21,681.33)	22,679	33,465	41,585	76,821	67,026	(11,641)	(19,829)	108,361	11,400	11,222
Total Revenue	$1,546,197	$22,679	$33,465	$41,585	$76,821	$67,026	($11,641)	($19,829)	$224,260	$122,029	$116,371
Expenses											
Transfer out per Ehlers for non-increment funds											
Wetland analysis								(14,740)	-		
Administrative Expenses	(10,021)	(1,569)	(987)	(1,230)	(946)	(1,011)	(893)	(1,004)	(953)	(2,090)	(2,090)
Total Expense	($10,021)	($1,569)	($987)	($1,230)	($946)	($1,011)	($893)	($15,744)	($953)	($2,090)	($2,090)
AVAILABLE REVENUES	$1,536,177	$21,110	$32,478	$40,355	$75,875	$66,015	($12,534)	($35,572)	$223,307	$119,939	$114,281
CIP Project Costs:											
TIF amendment recorded incorrectly in prior years			29,155.12	-	-	-	-	-	-		
Transfer to Pavement Mgmt Fund for Flintwood Hills Recon (TIF Dev District) -$1,015,920 Proj Est 2025-2034 CIP											
Transfer to Pavement Mgmt Fund for Riverside West Recon (TIF Dev District) -$199,665 Proj Est 2025-2034 CIP											
Transfer to Pavement Mgmt Fund for Windemere Woods (TIF Dev District) -$658,685 Proj Est 2025-2034 CIP											
RAIL Stop-net of (contingency-$889,517) (Did not need internal loan											
received tax funds prior to payment)Final payment 3/19					**(297,983)**						
Center Street (See TIF 1) (See Bolton & Menk est 11-23										(325,000)	
Ramsey Parkway A1 (Bolton & Menk Est 11-23)										(950,000)	
Ramsey Parkway A2 (See Tif 14)										(975,000)	
Total CIP Project Costs	-	-	29,155	-	(297,983)	-	-	-	-	(2,250,000)	-
(Available Revenue less Total Project Costs)	$1,536,177	$21,110	$61,633	$40,355	($222,108)	$66,015	($12,534)	($35,572)	$223,307	($2,130,061)	$114,281
Remaining TIF Balance/(Deficit)	$5,066,708	$5,215,712	$5,277,345	$5,317,701	$5,095,593	$5,161,608	$5,149,074	$5,113,502	$5,336,808	$3,206,748	$3,321,028
Internal Loans - F&C & TIF 14 Admin Expe	$ 2,824,477	$ 2,869,048	$ 2,869,048	$ 2,869,048	$ 2,869,048	$ 2,869,048	$ 2,869,048	$ 2,869,048	$ 2,737,310	$ 2,600,302	$ 2,456,814
CASH BALANCE AVAILABLE	**$2,242,231**	**$2,346,664**	**$2,408,298**	**$2,448,653**	**$2,226,545**	**$2,292,560**	**$2,280,026**	**$2,244,454**	**$2,599,498**	**$606,445**	**$864,214**

TIF Projections District #14-COR (2015-2040)

Projected Revenue FOR TIF XIV	Actual 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032	Projected 2033	Projected 2034
District I4												
Balance	(24,765,270)	(24,708,315)	(24,487,347)	(24,387,656)	(24,284,268)	(24,181,169)	(24,513,393)	(24,818,700)	(25,124,642)	(25,929,960)	(26,738,369)	(27,543,362)
Revenues												
TIF Increments-F&C	1,398,272	2,121,914	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Bond Proceeds - 2023 Issue	7,000,270											
Int on Bond Proceeds		19,288										
Grant Funds County ARPA-Develop Roads in COR		45,000										
Developer Contribution from Waterfront For Parkway Constr		256,600										
Interfund Loan TIF 1 COR Roads		1,134,000										
Interfund Loan TIF 2 CO Roads		1,925,000										
Other TIF Increments (Alina VA)												
TIF Increments PSD Apartments(2018-2040)												
TIF Increments - Commonbond (2016-2040)												
Interest Earnings	65,086	23,697	25,906	26,903	27,937	28,968	25,646	22,593	19,533	11,480	3,396	(4,654)
Total Revenue	8,463,628	5,525,499	2,025,906	2,026,903	2,027,937	2,028,968	2,025,646	2,022,593	2,019,533	2,011,480	2,003,396	1,995,346
Expenditures												
F&C TIF ($3M)	(361,998)	(447,532)	(492,809)	(492,809)	(492,809)	(29,078)	-	-	-	-	-	
COR Land Pay Back	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(500,000)	(500,000)	(500,000)	(1,000,000)	(1,000,000)	(1,000,000)	(300,000)
Pay Back Prior 2010 Expenses for COR Area	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)
Int On prior years interfund loans	(114,762)	(109,492)	(104,012)	(98,313)	(92,385)	(86,220)	(79,809)	(73,142)	(66,207)	(58,996)	(51,495)	(43,695)
Affinity (2020-2040)	(257,258)	(188,356)										
Debt Service 2023 Bond Issue		(646,010)	(644,394)	(642,394)	(644,644)	(645,894)	(646,144)	(645,394)	(643,644)	(645,894)	(641,894)	(646,894)
Admin Expenses $500,000 Interfund Loan Dec 2010 & Fund 9468	(81,920)	(85,000)	(85,000)	(90,000)	(95,000)	(100,000)	(105,000)	(110,000)	(115,000)	(115,000)	(115,000)	(115,000)
Total Expenditures	(1,415,938)	(2,076,391)	(1,926,215)	(1,923,515)	(1,924,838)	(2,361,192)	(2,330,953)	(2,328,535)	(2,824,851)	(2,819,889)	(2,808,389)	(2,105,589)
CIP Project Costs:												
Improvements Sunwood Drive in the COR												
116/Sunfish improvements(agreement with County)	(23,780)											
COR Tree Removal	(331,278)											
Hy-10/Ferret St Recon/Mass Grading/Bolton & Menk Services On projec	(6,635,677)											
Ramsey Roads (Zeolite, Parkway, Center)		(3,228,140)										
Total CIP Project Costs	(6,990,735)	(3,228,140)	-	-	-	-	-	-	-	-	-	-
Remaining TIF Balance-Fund Balance	**(24,708,315)**	**(24,487,347)**	**(24,387,656)**	**(24,284,268)**	**(24,181,169)**	**(24,513,393)**	**(24,818,700)**	**(25,124,642)**	**(25,929,960)**	**(26,738,369)**	**(27,543,362)**	**(27,653,605)**
Remaining TIF Balance - Cash Balance	2,369,676	2,590,644	2,690,335	2,793,723	2,896,822	2,564,598	2,259,291	1,953,349	1,148,031	339,622	(465,371)	(110,243)

NEED TO DETERMINE WHAT CITY FUNDS NEED TO BE PAID BACK FROM TIF 14

TIF Projections District #16-PSD Business Park (2019-2027)

Projected Revenue FOR TIF XVI	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
District I6									
Balance	(1,006)	3,800	25,513	28,020	33,365	40,818	57,204	136,019	133,819
Revenues									
TIF Increments-	10,808	51,658	50,887	54,363	59,554	89,776	89,776	-	-
Interest Earnings	(21)	54	(42)	(98)	759	408	572	-	-
Total Revenue	10,787	51,713	50,845	54,264	60,312	90,184	90,348	-	-
Expenditures									
BLIPII TIF ($218,000)8/1/	(4,846)	(28,009)	(46,061)	(47,197)	(51,262)	(71,598)	(9,334)	-	-
Admin Expenses	(1,135)	(1,991)	(2,277)	(1,722)	(1,597)	(2,200)	(2,200)	(2,200)	-
Total Expenditures	(5,982)	(29,999)	(48,338)	- (48,919)	- (52,859)	- (73,798)	- (11,534)	- (2,200)	- -
Remaining TIF Balance	**3,800**	**25,513**	**28,020**	**33,365**	**40,818**	**57,204**	**136,019**	**133,819**	**133,819**

Decertify 12/25

TIF Projections District #17-Delta Mod (2019-2030)

Projected Revenue FOR TIF XVII	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030
District I7												
Balance	-	80	(4,827)	(8,323)	65,992	99,261	181,971	210,113	238,538	533,248	530,248	530,248
Revenues												
TIF Increments-	-	-	3,016	142,265	177,655	300,000	300,000	300,000	300,000	-	-	-
Interest Earnings	80	791	(117)	(112)	1,492	993	1,820	2,101	2,385	-	-	-
Total Revenue	80	791	2,899	142,152	179,148	300,993	301,820	302,101	302,385	-	-	-
Expenditures												
Delta Mod TIF Note	-	-	(1,357)	(65,367)	(143,964)	(215,283)	(270,677)	(270,677)	(4,675)			
Interfund Loan Int			(3,000)		(318)							
Admin Expenses	-	(5,698)	(2,037)	(2,471)	(1,597)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	-	-
Total Expenditures	-	(5,698)	(6,394)	- (67,838)	- (145,878)	- (218,283)	- (273,677)	- (273,677)	- (7,675)	- (3,000)	- -	-
Remaining TIF Balance	**80**	**(4,827)**	**(8,323)**	**65,992**	**99,261**	**181,971**	**210,113**	**238,538**	**533,248**	**530,248**	**530,248**	**530,248**

Decertify 12/27

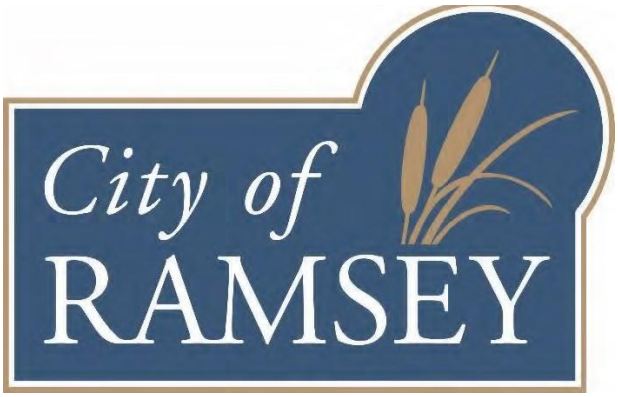
TIF Projections District #18-Oppidan (2021-2031)

Projected Revenue FOR TIF XVIII	Actual 2021	Actual 2022	Actual 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031
District I8											
Balance	-	(14,758)	(18,462)	(21,308)	77,473	279,023	95,838	297,571	542,036	539,036	539,036
Revenues											
TIF Increments-	-	-	-	254,719	509,437	509,437	509,437	509,437	-	-	-
Interest Earnings	(2)	(4)	17	(107)	775	2,790	958	2,976	-	-	-
Total Revenue	(2)	(4)	17	254,612	510,212	512,227	510,396	512,413	-	-	-
Expenditures											
Oppidan TIF Note	-	-	-	(152,831)	(305,662)	(305,662)	(305,662)	(264,948)	-	-	-
Bunker Lake Blvd (May Need Interfund from PIR)						(386,750)					
Int on Internal Loan											
Admin Expenses	(14,756)	(3,700)	(2,863)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	-	-
Total Expenditures	- (14,756)	- (3,700)	- (2,863)	- (155,831)	- (308,662)	- (695,412)	- (308,662)	- (267,948)	- (3,000)	- -	- -
Remaining TIF Balance	**(14,758)**	**(18,462)**	**(21,308)**	**77,473**	**279,023**	**95,838**	**297,571**	**542,036**	**539,036**	**539,036**	**539,036**

SUPPLEMENTAL
FUTURE CONSIDERATION PROJECTS

CITY OF RAMSEY
CAPITAL IMPROVEMENT PROGRAM
2025-2034

The Capital Improvement Program document is a planning tool maintained by the city to identify future projects, related expenditures, and funding sources. All projects designated in the Capital Improvement Program are contingent upon availability of resources during the planned year. The total expenditure of projects includes city-funded sources as well as other resources such as grants, fees, bonding, etc.



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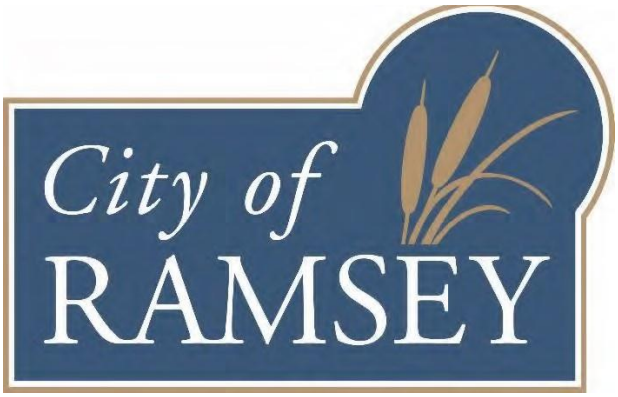
Park and Trail Capital Improvements – Future Projects

The following are park, trail and park acquisition projects that have been identified by the Park and Recreation Commission as proposed, needed improvements into the future – but do not have identified funding at the time of the 10-Year Park's CIP adoption. In other instances they are predicated on land development or future demand.

The proposed improvements are assigned to category Priority #5 which is known as Opportunity Driven/Unfunded/Placeholder. All projects are given a number 5 Priority, as the projects are currently unfunded.



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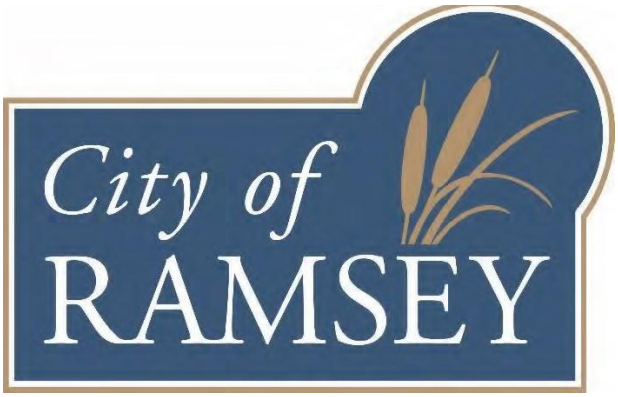
2025 through 2034

Capital Improvement Plan

Ramsey, MN

Projects By Department

Department	Project #	Priority	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvements													
Elmcrest Creek Trail to Central Park	*04-PARK-002*	5										800,000	**800,000**
Lake Itasca Community Park	*04-PARK-007*	5						1,200,000					**1,200,000**
Trott Brook Greenway Trail	*04-PARK-014*	5								4,000,000			**4,000,000**
Sixth Community Park (north central Ramsey)	*06-ACQ-001*	5		3,800,000									**3,800,000**
Mississippi River Park Development-Bridge location	*06-PARK-016*	5								750,000			**750,000**
Municipal Plaza	*07-PARK-001*	5			3,700,000								**3,700,000**
Central Anoka County Regional Trail Bridge over 10	*08-PARK-008*	5		7,000,000									**7,000,000**
Alpine Park Winter Facilities	*11-PARK-003*	5					2,500,000						**2,500,000**
Lake Itasca / COR Greenway	*17-PARK-008*	5						1,900,000					**1,900,000**
	Park Improvements Total		**0**	**10,800,000**	**3,700,000**	**0**	**2,500,000**	**3,100,000**	**0**	**4,750,000**	**0**	**800,000**	**25,650,000**
	GRAND TOTAL		**0**	**10,800,000**	**3,700,000**	**0**	**2,500,000**	**3,100,000**	**0**	**4,750,000**	**0**	**800,000**	**25,650,000**



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2025 through 2034

Capital Improvement Plan

Ramsey, MN

Projects By Year & Priority

Project Name	Department	Project #	Project Cost
2026			
Priority 5-Opportunity/Unfunded/Placeholder			
Sixth Community Park (north central Ramsey)	*Site Acquisitions*	*06-ACQ-001	**3,800,000**
Central Anoka County Regional Trail Bridge over 10	*Park Improvements*	*08-PARK-008	**7,000,000**
		Total for: Priority 5	**10,800,000**
		Total for 2026	**10,800,000**
2027			
Priority 5-Opportunity/Unfunded/Placeholder			
Municipal Plaza	*Park Improvements*	*07-PARK-001	**3,700,000**
		Total for: Priority 5	**3,700,000**
		Total for 2027	**3,700,000**
2029			
Priority 5-Opportunity/Unfunded/Placeholder			
Alpine Park Winter Facilities	*Park Improvements*	*11-PARK-003	**2,500,000**
		Total for: Priority 5	**2,500,000**
		Total for 2029	**2,500,000**
2030			
Priority 5-Opportunity/Unfunded/Placeholder			
Lake Itasca Community Park	*Park Improvements*	*04-PARK-007	**1,200,000**
Lake Itasca / COR Greenway	*Park Improvements*	*17-PARK-008	**1,900,000**
		Total for: Priority 5	**3,100,000**
		Total for 2030	**3,100,000**

Project Name	Department	Project #	Project Cost
2032			
Priority 5-Opportunity/Unfunded/Placeholder			
Trott Brook Greenway Trail	*Park Improvements*	*04-PARK-014	**4,000,000**
Mississippi River Park Development-Bridge location	*Park Improvements*	*06-PARK-016	**750,000**
		Total for: Priority 5	**4,750,000**
		Total for 2032	**4,750,000**
2034			
Priority 5-Opportunity/Unfunded/Placeholder			
Elmcrest Creek Trail to Central Park	*Park Improvements*	*04-PARK-002	**800,000**
		Total for: Priority 5	**800,000**
		Total for 2034	**800,000**
		GRAND TOTAL	**25,650,000**

Project #	04-PARK-002
Project Name	Elmcrest Creek Trail to Central Park

Total Project Cost	$800,000	Department	Park Improvements
Type	Improvement	Category	Park Improvement
Priority	5-Opportunity/Unfunded/Placeholder	Status	Future Consideration
Useful Life	50 years		

Description

This trail would link Elmcrest Park to Central Park, the neighborhoods in between, and provide off-roadway trail experience within central Ramsey.

Justification

Connecting the two community parks would reduce the need to replicate some facilities in both locations. The construction of the trail may coincide at such time as residents may subdivide their lots east of Ramsey Blvd, along the county ditch.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	0	0	800,000	**800,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**800,000**	**800,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvement Trust Fund	0	0	0	0	0	0	0	0	0	650,000	**650,000**
Grants/Outside Sources	0	0	0	0	0	0	0	0	0	150,000	**150,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**800,000**	**800,000**

Capital Improvement Plan

Ramsey, MN

Project #	04-PARK-007
Project Name	Lake Itasca Community Park

Total Project Cost	$1,200,000	Department	Park Improvements
Type	Improvement	Category	Park Improvement
Priority	5-Opportunity/Unfunded/Placeholder	Status	Future Consideration
Useful Life	50 years		

Description

This project is intended to begin the development of Lake Itasca Park North of Alpine Drive, east of the lake to the west line of the adjacent subdivision.

Justification

Properties south of Alpine Drive, both east and west of Puma Street have developed as residential. This development has essentially provided the necessary Park Dedication funds for the 1st phase of construction, as well as contributing increased recreational demand.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	1,200,000	0	0	0	0	**1,200,000**
Total	**0**	**0**	**0**	**0**	**0**	**1,200,000**	**0**	**0**	**0**	**0**	**1,200,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvement Trust Fund	0	0	0	0	0	1,200,000	0	0	0	0	**1,200,000**
Total	**0**	**0**	**0**	**0**	**0**	**1,200,000**	**0**	**0**	**0**	**0**	**1,200,000**

Capital Improvement Plan

Ramsey, MN

Project #	04-PARK-014
Project Name	Trott Brook Greenway Trail

Total Project Cost	$4,000,000	Department	Park Improvements
Type	Improvement	Category	Park Improvement
Priority	5-Opportunity/Unfunded/Placeholder	Status	Future Consideration
Useful Life	20 years		

Description

The Trott Brook Greenway Trail would extend from Elk River's Youth Athletic Complex near Jarvis Street and follow the brook easterly to Rum River Central Park about six miles away. The project would involve continued acquisition of scenic and trail easements, boardwalk and trail construction and natural resource enhancements. Segments of the trail may be on-street within certain neighborhoods.

Justification

This trail project would be predicated on significant planning leading up to construction and likely involve a Master Plan, as well as receiving grant monies for funding. The land around the brook is the largest and most contiguous undeveloped natural area within Ramsey. The City presently has about half of the land acquired (through Park Dedications and a LCCMR grant) to construct this trail. This trail has a regional context. There is a trail proposed to connect Sherburne County and Ramsey to a metro regional park. This project may be a good candidate for Legacy Amendment funding, following a regional designation.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	4,000,000	0	0	**4,000,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**4,000,000**	**0**	**0**	**4,000,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Grants/Outside Sources	0	0	0	0	0	0	0	4,000,000	0	0	**4,000,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**4,000,000**	**0**	**0**	**4,000,000**

Project #	06-ACQ-001
Project Name	Sixth Community Park (north central Ramsey)

Total Project Cost	$3,800,000	Department	Site Acquisitions
Type	Land	Category	Site Acquisition
Priority	5-Opportunity/Unfunded/Placeholder	Status	Future Consideration
Useful Life	None		

Description

The park location is within the Trott Brook Crossing subdivision, north of Trott Brook and geographically centralized within the city. The park would have athletic fields, significant playground and repurposed barns serving as a community event center.

Justification

Given the projected build-out of Ramsey, it is anticipated that a sixth Community Park will be required to meet the needs of the existing and future residents.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Land Acquisition	0	3,800,000	0	0	0	0	0	0	0	0	**3,800,000**
Total	**0**	**3,800,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**3,800,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvement Trust Fund	0	3,800,000	0	0	0	0	0	0	0	0	**3,800,000**
Total	**0**	**3,800,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	3,800,000

Capital Improvement Plan

Ramsey, MN

Project #	06-PARK-016
Project Name	Mississippi River Park Development-Bridge location

Total Project Cost	$750,000	Department	Park Improvements
Type	Improvement	Category	Park Improvement
Priority	5-Opportunity/Unfunded/Placeholder	Status	Future Consideration
Useful Life	20 years		

Description

This neighborhood park is proposed in the general vicinity of the proposed bridge crossing, along the banks of the river. The park would consist of the usual park amenities, as well as open space that may be shared with adjoining new and existing residential land development. The funding and the timing of the park development would be concurrent with the subdivision of the land. This park may also serve as a trailhead for a trail (to be built with the bridge construction), that will connect Hennepin County, and the Three Rivers Park District to Ramsey and the Mississippi River Trail.

Justification

This park development may only be considered with the subdivision of the land between Bower's Drive and Alpaca Estates.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	0	0	750,000	0	0	**750,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**750,000**	**0**	**0**	**750,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvement Trust Fund	0	0	0	0	0	0	0	750,000	0	0	**750,000**
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**750,000**	**0**	**0**	**750,000**

Capital Improvement Plan

Ramsey, MN

Project #	07-PARK-001
Project Name	Municipal Plaza

Total Project Cost	$3,700,000	Department	Park Improvements
Type	Improvement	Category	Park Improvement
Priority	5-Opportunity/Unfunded/Placeholder	Status	Future Consideration
Useful Life	20 years		

Description

Development of the proposed 2-acre Municipal Plaza in The COR, based upon the parks framework plan at $41 per square foot.

Justification

This urban park-space may be one of the most prominent park spaces within The COR - due to its visibility along Sunwood Drive, and its relationship to the Municipal Center and transit hub. The site is also likely to be used for the city's festival known as Happy Days.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	3,700,000	0	0	0	0	0	0	0	**3,700,000**
Total	**0**	**0**	**3,700,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**3,700,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvement Trust Fund	0	0	3,500,000	0	0	0	0	0	0	0	**3,500,000**
Grants/Outside Sources	0	0	200,000	0	0	0	0	0	0	0	**200,000**
Total	**0**	**0**	**3,700,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	3,700,000

Project #	08-PARK-008
Project Name	Central Anoka County Regional Trail Bridge over 10

Total Project Cost	$7,000,000	Department	Park Improvements
Type	Improvement	Category	Park Improvement
Priority	5-Opportunity/Unfunded/Placeholder	Status	Future Consideration
Useful Life	20 years		

Description

Bridge #02053 will connect The COR to the trail to the Mississippi River along the storm sewer outfall and serve as a regional trail connection between the Northstar Rail Station and Mississippi West Regional Park.

Justification

The COR is designed to be pedestrian friendly. This bridge will provide a connection to West Mississippi Regional Park and the regional trail. Further, the rail and highway crossing will allow residents to access the commuter rail and The COR without adding automobile trips to Hwys #10 and #169. Ramsey has received $100,000 from Met Council for engineering and design, and $490,000 from the National Park Service to complete the final plans and specifications. Additionally, a private developer has contributed the touch-down land adjacent to Riverdale Drive. Because this route is a regional trail, the project's construction should be a joint endeavor between Anoka County and the City, funded by a Metropolitan Council grant.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	7,000,000	0	0	0	0	0	0	0	0	**7,000,000**
Total	**0**	**7,000,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**7,000,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
2024 Legislative Funds	0	3,750,000	0	0	0	0	0	0	0	0	**3,750,000**
Grants/Outside Sources	0	3,250,000	0	0	0	0	0	0	0	0	**3,250,000**
Total	**0**	**7,000,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**7,000,000**

Capital Improvement Plan

Ramsey, MN

Project #	11-PARK-003
Project Name	Alpine Park Winter Facilities

Total Project Cost	$2,500,000	Department	Park Improvements
Type	Improvement	Category	Park Improvement
Priority	5-Opportunity/Unfunded/Placeholder	Status	Future Consideration
Useful Life	25 years		

Description

This project shall include the construction of a chalet/warming house capable of facilitating winter equipment rentals and vending. Improvements will also include the expansion of the existing parking lot, and the construction of refrigerated rinks.

Justification

This warming house will function as a hub for winter recreation in the city with ice skating, sliding, and cross-country ski trails. Further, the existing warming house and rinks at Ramsey Elementary are in sub-standard condition and would be discontinued under this proposal.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	1,750,000	0	0	0	0	0	**1,750,000**
Building Cost/Construction	0	0	0	0	750,000	0	0	0	0	0	**750,000**
Total	**0**	**0**	**0**	**0**	**2,500,000**	**0**	**0**	**0**	**0**	**0**	**2,500,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvement Trust Fund	0	0	0	0	2,500,000	0	0	0	0	0	**2,500,000**
Total	**0**	**0**	**0**	**0**	**2,500,000**	**0**	**0**	**0**	**0**	**0**	**2,500,000**

Capital Improvement Plan

Ramsey, MN

Project #	17-PARK-008
Project Name	Lake Itasca / COR Greenway

Total Project Cost	$1,900,000	Department	Park Improvements
Type	Improvement	Category	Park Improvement
Priority	5-Opportunity/Unfunded/Placeholder	Status	Future Consideration
Useful Life	20 years		

Description

This project envisions a Greenway connection from Municipal Plaza, The Draw and the proposed Waterfront, west through The COR to the Lake Itasca Community Park.

Justification

The Greenway will be the primary east/west pedestrian route on either side of Armstrong Blvd, connecting places to live, work and recreate. It is intended that the Greenway also will be a working component of the stormwater system.

Expenditures	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Improvements Other than Building Cost	0	0	0	0	0	1,900,000	0	0	0	0	**1,900,000**
Total	**0**	**0**	**0**	**0**	**0**	**1,900,000**	**0**	**0**	**0**	**0**	**1,900,000**

Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Park Improvement Trust Fund	0	0	0	0	0	1,900,000	0	0	0	0	**1,900,000**
Total	**0**	**0**	**0**	**0**	**0**	**1,900,000**	**0**	**0**	**0**	**0**	**1,900,000**

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #24-353

RESOLUTION ADOPTING THE 2025-2034 CAPITAL IMPROVEMENT PLAN (CIP)

WHEREAS, the Ramsey City Charter states that the City of Ramsey will adopt a Capital Improvement Plan (CIP) annually; and

WHEREAS, the CIP will consist of at least five years, and will estimate the future needs for the public health, safety and welfare of the City; and

WHEREAS, the CIP shall consist of projects and facilities (capital improvements) proposed to be undertaken during the next ten fiscal years, which is 2025-2034 with appropriate supporting information as to the necessity of such improvements, cost estimates, and method of financing; and

WHEREAS, the Capital Improvement Plan (CIP) is a forecasting tool and not actual, committed projects and expenditures.

NOW THEREFORE, BE IT RESOLVED BY THIS CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA that the findings of fact relating to the request are determined to be as follows:

1) The City Council of the City of Ramsey authorizes the adoption of the 2025-2034 Capital Improvement Plan (CIP)

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember n, 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 10th day of December, 2024.

_____
Mayor

ATTEST:

_____
City Clerk