

**City of Ramsey**  
**Agenda**  
**City Council Work Session**  
**Tuesday, December 10, 2024**

**5:30 pm**

**Lake Itasca Room, 7550 Sunwood Drive NW**

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

**1. Call to Order**

**2. Topics for Discussion**

1. Stormwater Management Facilities Maintenance Policy and Trail & Sidewalk Maintenance Policy - Recommendations from the Public Works Committee
2. Green Valley Greenhouse Building Permit Discussion - **Please Note: this case was added after the agenda was published.**
3. Continued review of the draft Rental Housing Licensing Inspections Policy

**3. Topics for Future Discussion**

1. Review Future Topics/Calendar

**4. Mayor/Council/Staff Input**

**5. Adjournment\***

**\*Note: the City Council may motion to recess this Work Session meeting and reconvene after the regular City Council meeting if items on the agenda are not completed.**

**CC Work Session****Meeting Date:** 12/10/2024**Primary Strategic Plan Initiative:** Address infrastructure needs.**Information****Title:**

Stormwater Management Facilities Maintenance Policy and Trail & Sidewalk Maintenance Policy -  
Recommendations from the Public Works Committee

**Purpose/Background:****Purpose:**

The purpose of this work session topic is to apprise the Council on the recommendation of the Public Works Committee to adopt two separate maintenance policies that are on City Council's consent agenda for December 10th, 2024. These are the 'Stormwater Management Facilities Maintenance Policy' and the 'Trail & Sidewalk Maintenance Policy'.

**Background:**

The Public Works Committee worked in depth with city staff in the months of September, October and November, 2024, on the two maintenance policies referenced herein, ultimately recommending City Council adoption at their December 10, 2024, meeting.

The Stormwater Management Facilities Maintenance Policy *and* Trail & Sidewalk Maintenance Policy document current maintenance practices and set forth the parameters, standards, goals and practices of the respective policies to assist staff in performing and scheduling inspection and maintenance activities, annual budgeting exercises, and implementation.

The City Attorney has reviewed both draft policies and approved both as to legal form.

**Notification:**

Not required.

**Time Frame/Observations/Alternatives:**

Staff estimates up to 15 minutes may be needed to highlight notable aspects of the two maintenance policies and respond to questions.

**Funding Source:****Stormwater Management Facilities Maintenance Policy:**

The costs for major work required to maintain the City's stormwater management facilities will be included within the City of Ramsey's Capital Improvement Program. As an example, and in keeping with this policy, a CIP sheet is being added to the 2025-2034 CIP with identified annual costs of \$40,000 for surveying existing stormwater ponds.

All costs for the administration and operation of this policy will be funded through the City's Stormwater Funds. The main source of revenues for this fund is the Stormwater Utility Fee. This policy forecasts that in order 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 to fund the program, and at what level, each year as

part of its budget process.

**Trail & Sidewalk Maintenance Policy:**

The costs for the annual administration and the maintenance of the city's trails and sidewalks will be set forth in the General Fund Budget each year—with the administration performed by staff and the bituminous trail maintenance included in the Parks business unit line item of 'Asphalt'. Similar to the stormwater maintenance policy, the trail maintenance policy recommends annual increases in the Asphalt line item in future years to meet the goals specified within the policy.

**Recommendation:**

Staff recommends adoption of Resolutions #24-358 and #24-359 at the regular December 10, 2024, City Council meeting based on consensus approval at the work session.

**Outcome/Action:**

Consensus approval of the Stormwater Management Facilities Maintenance Policy and Trail & Sidewalk Maintenance Policy and acknowledgment that both policies remain on the Council's consent agenda for adoption by Resolution.

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**Attachments**

Stormwater Facilities Maint Policy  
Trail & Sidewalk maintenance Policy

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Bruce Westby	Bruce Westby	12/05/2024 02:39 PM
Brian Hagen	Brian Hagen	12/05/2024 03:03 PM
Form Started By: Mark Riverblood		Started On: 12/02/2024 10:58 AM
Final Approval Date: 12/05/2024		



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# Stormwater Management Facilities Maintenance Policy

Adopted December 10, 2024



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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



# **TRAIL & SIDEWALK MAINTENANCE POLICY**

**City of Ramsey, Minnesota**

**Adopted December 10, 2024**

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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.

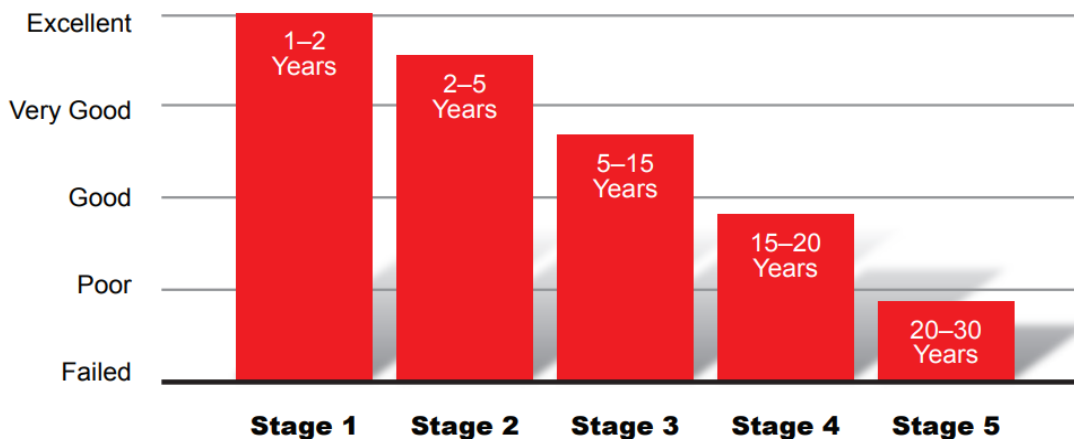
**Stage 1: New Pavement (0–1 Years)**  
 ♦ Little or no maintenance required, sealcoating, crack sealing

**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 pavement 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 Work Session**

**Meeting Date:** 12/10/2024

**Primary Strategic Plan Initiative:** Not Applicable

**Information**

**Title:**

Green Valley Greenhouse Building Permit Discussion - **Please Note: this case was added after the agenda was published.**

**Purpose/Background:**

This case was brought forward by Councilmembers Howell, Musgrove and Specht.

**Recommendation:**

**Outcome/Action:**

Based on council direction.

**Attachments**

*No file(s) attached.*

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Hagen	Kathy Schmitz	12/12/2024 03:41 PM
Form Started By: Kathy Schmitz		Started On: 12/12/2024 03:38 PM
Final Approval Date: 12/12/2024		

**CC Work Session****Meeting Date:** 12/10/2024**Primary Strategic Plan Initiative:** Create a positive image for residential neighborhoods, business districts and key corridors.**Information****Title:**

Continued review of the draft Rental Housing Licensing Inspections Policy

**Purpose/Background:**

At the Council's work session on November 12, the City Council discussed concerns with various inspections aspects of the Rental Housing Licensing and Inspections program. At the regular meeting that night, the Council introduced an ordinance to remove the Crime Free Housing component of the program. Staff stated that we would come back with a separate action to for the inspections portion of the program so not to hold up the property owners' and managers' concerns about finding a Crime Free class to take. That ordinance was adopted on November 26. At that night's work session, Council discussed the first two pages of the draft policy. The attached draft includes strike-through/underline text to highlight what was changed based on the discussion.

After review of City Code, it was determined that a policy document would be more appropriate to address Council concerns surrounding the tenant's right to privacy. Attached is a draft of the policy that staff has been working on. In researching examples of such policies, there does not appear to be much for Minnesota communities. Other examples were found from Iowa and Colorado, but not considered completely due to differences in their states' laws regarding inspections and rights to privacy. A policy is adopted by resolution (one trip to Council) versus a change in City Code that is adopted by ordinance (two trips to Council).

State Law does authorize communities to have rental inspections programs surrounding maintenance of the structure and unit while balancing a tenant's right to privacy. State Statute 504B.211 is attached to this report. Ramsey's Rental Housing Licensing and Inspections program is modeled after Coon Rapids' and several other communities' successful programs. The program was unanimously approved by the City Council on September 12, 2023.

The proposed policy addresses licensing application procedures, background checks, scheduling inspections, the inspection itself, and the inspection report.

**Recommendation:**

None at this time.

**Outcome/Action:**

Provide direction on the draft in order to bring it back to the January 14, 2025, meeting for more discussion or adoption.

**Attachments**

Working Draft

Appendix A - Pre-Inspection Checklist

State Statute 504B.211

Draft Leave-Behind Note

## Form Review

**Inbox**

Brian Hagen

Form Started By: Todd Larson

Final Approval Date: 12/05/2024

**Reviewed By**

Brian Hagen

**Date**

12/05/2024 09:55 AM

Started On: 11/27/2024 02:58 PM

Rental Inspections Procedures Policy  
~~DRAFT - November 26, 2024~~ December 10, 2024

A. Licensing and Inspections Rationale

1. For the tenants. Ramsey residents living in rental housing do not have the legal ability to make improvements to the property and structure in which they live. ~~The rental licensing inspection program will assist our residents in obtaining minimum standards for their living environment. In some instances, tenants do not feel comfortable reporting maintenance problems with their property managers out of fear of retaliation or being billed for repairs. They may also be unaware of when something is not working properly.~~
2. For the property owners. Investment property owners generally want to provide good quality housing for tenants. In the event a tenant is causing damage to property, the rental licensing inspection program will offer an outside verification and documentation of property conditions to aid in ensuring lease requirements are being met. The regular inspection cycle will also help identify minor issues before they escalate into major repairs, potentially saving property owners money in the long run. Many insurance companies offer discounts to investment property owners when their properties are regularly inspected.
3. For the neighbors. ~~Homeowners tend to be more invested in their neighborhoods than renters are. Homeowners are typically the first to complain about rental properties in the neighborhood.~~ A rental licensing inspection program gives neighbors assurances that rental properties will meet minimum standards and have reasonable comply-by dates should a correction be needed.
4. For the whole community. Blighted and substandard properties detract from the overall value of a community and therefore the reputation the community has in the region. A rental licensing inspection program will help keep Ramsey looking good and being a place people want to live and do business.

B. Responsibilities

1. Tenants should report all maintenance issues with the property manager immediately.
- 4.2. Property managers should be attentive to the needs of the tenants.

B.C. Definitions

1. Definitions for terms listed within this policy shall be found in City Code Section 26-615 (Definitions, Residential Rental Dwelling Units).
2. For purposes of this policy, the term “property manager” shall be used as defined and to include the owner(s), maintenance person, caretaker, or any individual who accompanies the rental inspector on a rental inspection.

C.D. License Application

1. License Term – 12 months from the date of license approval.

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2. Renewals – Renewal forms will be sent out 45 days prior to expiration. Renewal applications are due prior to the expiration date of the initial license. The renewed license expires one year from the expiration date of the initial license, regardless of when the renewal application is submitted.
3. Background Checks – Background checks ~~on property managers~~ in accordance with State Law will be conducted by the Police Department in accordance with State Statutes. The Community Development Department will collect the information as part of the application forms. Once a complete application is made, the background check portion (signature page and photocopy of identification) will be separated from the application packet and given to the Police Department for the background check and it will be kept with the Police Department in accordance with data retention laws. The Police Department will report back to the Inspector “pass” or “not pass.” All information discovered during the background check remains private with the Police Department subject to data practices laws.
4. Tax information – Tax identification numbers (corporate or social security numbers) shall be collected and annually reported in accordance with State Law. For individuals who own rental property (not corporations, LLCs, business entities, etc.) who provide social security numbers, that data is stored securely in accordance with State Law.

D.E. Renewal Application – The renewal application will ask if anything previously submitted has changed. If nothing has changed from the previous initial application or renewal application, the property owner will certify a statement stating such. If any portion of the application has changed (property manager, business address, or the like) the appropriate portion(s) of the application packet shall be provided. A change in business ownership name or entity will be considered a new application.

E.F. Scheduling Inspections

1. Frequency of Inspection
  - i. New licenses – Must be scheduled for within three months of license application.
  - ii. Established licenses –
    - (1) Every three years for properties where minimal minor (such as smoke detector batteries, repairs requiring a building, electrical, or plumbing permits, etc.) corrections were needed at the last inspection; or
    - (2) Annually for properties with several or major corrections (such as water damage, fungal matter, electrical, ripped carpeting, egress window issues, illegal activity, etc.) needed at the last inspection.
    - (3) Annually or bi-annually for any property on a 3-year cycle if requested by the property owner.
    - (4) Apartment buildings on a three-year cycle will be inspected annually with approximately one-third of its units inspected. To the fullest extent possible, the units will be divided up methodically: by floor (i.e., first floor one year, second floor the next year, and the third

floor the year after) or by verticality (units #\_01 through #\_20 year one, units #\_21 through #\_40 year two, and units #\_41 through #\_60 year three); or even/odd (if on a 2-year cycle or a two-story building with fewer than 60 units). Common areas will be inspected annually—if possible, in conjunction with the annual Fire inspection. Units will not be chosen at random in that could result in uneven inspection scheduling or an appearance of targeting certain units.

- (5) A property can move from an annual schedule to a less frequent inspection schedule after an inspection demonstrating no or minimal corrections needed.
2. Inspection Scheduling – Property owners will be asked their preferred dates and times for inspections. The inspector will ask if a single-family/townhome unit is occupied or vacant. Scheduling preference is for tenant turnover period with single-family/townhomes. It is acknowledged that property managers may want an inspection report prior to tenant move-out in order to properly schedule his/her maintenance work during the turnover period. It is the responsibility of the property owner to coordinate scheduling with the tenant.
3. Times of inspections. Inspections will be conducted during normal City Hall business hours and dates. Evening and weekend scheduling will only be made as a last resort, subject to supervisor approval. The Rental Inspector will notify the on-duty Police Department sergeant before going on the inspection of the timeframe and location of the inspection(s) and then check-in via email or phone call once the inspection is completed. No inspections will be conducted on observed holidays.
4. Inspector lunch break – A property manager can request inspections for multiple properties to be conducted back-to-back. The Rental Inspector will be able to suspend the inspections, after finishing a rental dwelling unit, to take a lunch break at a reasonable time.
5. Notice to Property Manager by City. The property manager will be given the opportunity at any time to schedule an inspection. The offer to schedule will first be made during the time of initial application/renewal, but scheduling an inspection at this time is not required. The Inspector will provide an email reminder 30 days prior to when an inspection is needed—within three months of the initial application or on the annual cycle as noted above in Section E. If the property manager does not contact the Inspector with a desired inspection time two weeks before an inspection is due, an inspection will be scheduled and the property manager notified.
6. Notice to Tenants by Property Manager. The property manager is required to provide the tenant with at least 24-hours’ notice as required by State Law. It is encouraged that the property manager provides additional notice as a courtesy.
7. Notice to Tenants by City. If the appointment was made at least one week in advance of the inspection and if the unit is occupied, the Inspector will send via US Mail an informational letter to the unit. For inspections scheduled less than one week in advance, every attempt will be made to contact the tenant with the assistance of the property manager. The informational letter will contain:
  - i. The date and time of the appointment;

- ii. The checklist of what the inspection will cover;
  - iii. A request that animals be caged, removed from the unit, or physically under leash by the pet owner;
  - iv. The website address of the Attorney General’s Landlords’ and Tenants’ Rights and Responsibilities publication;
  - v. A request any rescheduling be made at least one business day prior to the scheduled inspection. If the tenant has given official notice to vacate the unit, the tenant can request the inspection is instead conducted after moveout has occurred;
  - vi. A notice that the tenant does not need to be present for the inspection to occur, but any unaccompanied minor children cannot be home;
  - vii. A notice that the tenant is welcome to accompany the Inspector throughout the inspection.
8. Complaint Inspection requested by Tenant. A tenant may request an inspection due to an unresolved maintenance issue or an emergency situation. The Inspector will ask if the tenant has already discussed the issue with the property manager. If the tenant has not first contacted the property manager about the issue, the Inspector will advise the tenant that must be done first and take no further action. If the tenant has contacted the property manager, but is not getting resolve on the issue, the Inspector will contact the property manager in an attempt to discuss the issue over the phone. The Inspector will respond to the tenant and conduct a limited inspection based on the tenant’s complaint with or without the property manager present. The complaint-based inspection will not replace the required annual inspection unless the property manager is present and the tenant agrees to it.
9. Complaint Inspection by other party – If a Code Enforcement complaint on a rental property comes from a neighbor, the Rental Inspector and Property Maintenance Specialist shall discuss the property and either will handle the complaint. Factors determining the assigning of responsibility can include results from a previous rental inspection, established relationship with the property manager, or if the complaint is a repeat violation.
10. Referral from Police or Fire Departments. During response to a 9-1-1 call, a responding police officers or firefighters may notice what they feel are questionable property conditions. The Rental Inspector will discuss the concern with the officer or firefighter before contacting the property manager and/or tenant as the situation warrants.

F.G. Conducting Inspections

- 1. Property manager present
  - i. No-Show – if the property manager fails to show to a scheduled appointment, or more than 15 minutes late, the inspection time will be considered one of the inspections included in the license fee.
  - ii. The property manager must accompany the Inspector throughout the entire unit. If the property manager refuses to accompany the inspector, it shall be considered a no-show. This

requirement is so that the property manager can see firsthand any violations discovered in the inspection as well as hold each other accountable for being in someone's home.

2. Access to the rental dwelling unit
  - i. The Rental Inspector will knock on the door or ring the doorbell and introduce his/herself upon the tenant answering. City-issued identification will be clearly visible and shown.
  - ii. Refused access by tenant – The Inspector will first ask if the tenant has a better time/date to conduct the inspection within 30 days. If the tenant still refuses to allow access, the Inspector will ask the property manager if the tenant is scheduled to move out within 60 days, then the inspection will occur at turnover. The property manager will attempt to work with the tenant per Minn. Stat. §504B.211, subd. 3(4).
  - iii. If the tenant is not home or there is no answer, the property manager, not the Rental Inspector, will unlock the door. Upon opening the door, the Inspector will announce loudly “City Inspector, anybody home?”
3. Tenant can accompany – The Rental Inspector will allow the tenant to accompany the inspection and the Inspector can provide educational opportunities as appropriate.
  - i. If only a minor is at home – The inspector and property manager will not enter the rental dwelling unit. No inspection will be conducted and the inspection will be rescheduled after the property manager has contacted the adult resident for scheduling confirmation.
4. If the tenant is not home – The inspection will occur with the property manager present.
5. Basis for inspection. – The rental inspection shall be based in the International Property Maintenance Code (IPMC) that was adopted by the City Council in 2021 by Ordinance #21-13 and authorized by Minn. Stat. §504B.211, Subd. 3(4). The City has a checklist (Appendix A) that is provided to the property owner and tenant prior to the inspection. This checklist is available on the City's website. The Rental Inspector will inspect all rooms of a rental dwelling unit.
6. Garages
  - i. Single-family/Townhomes – Primary attached or detached garages will be inspected.
  - ii. Apartments – Enclosed garages, parking structures, and underground parking will be inspected annually as a part of the common areas.
7. Other Detached Accessory Structures – Interiors shall only be inspected if the structure(s) are intended for use by the tenant. Exteriors shall be inspected regardless of user.
8. Property/Grounds. The inspection shall include a walk around the structure to see exterior yard conditions such as long grass and weeds, dumping, junk vehicles, illegal parking, and the like. Winter conditions can limit or prevent this from occurring, therefore inspection scheduling preference to single-family homes will be during late spring, summer, and early fall. If the

inspection is done during winter months, a recent (within 6-months) aerial photo may be used for discussion purposes, but not for enforcement action.

9. Places where an inspection will not occur:
  - i. Cupboards/cabinets - An inspector will not open any cupboard or drawer, except electrical panels, cabinets under sinks so that plumbing can be inspected, and cabinets above stoves/microwaves to inspect venting.
  - ii. Furniture, dressers, chests, nightstands, medicine cabinets, etc.
  - iii. Under beds or furniture.
  - iv. Any boxes, totes, cases, suitcases, etc.
  - v. In closets, the inspector will not move or touch any items to inspect the floors and ceilings for evidence of water leaks, insect infestation, or of use as an illegal bedroom. Well rooms are not considered closets and may be inspected as any other room.
  - vi. The Rental Inspector will not climb, stand, or sit on any piece of furniture.
10. Photography. Photos may only be taken by the Inspector for items needing correction. The subject of the photo shall be prominent with any additional area as needed to identify location within the rental unit. The photo shall not, to the fullest extent practicable, include any personal belongings, people, or other evidence to the address.
11. Plain Sight Doctrine – Evidence of Crime. An inspector, while in the performance of their official duties, may happen upon evidence of felony or gross misdemeanor level illegal activity in the unit. The inspector will discretely (if the tenant is present) tell the property manager of the situation and they will end the inspection and leave the unit. The inspector will contact the Police Department immediately to discuss the issue and wait outside of the unit for further instructions.
12. Pets. All pets shall be secured by the tenant prior to conducting the inspection. If the property manager is familiar with the pet, the property manager may (with consent of the tenant) secure the pet. Gentle and docile pets may, at the Inspector's discretion, be unsecured during the inspection. Refusal or the inability to secure pets will result in the cancellation of the inspection.

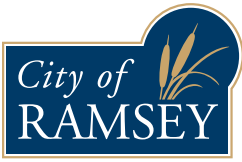
#### G.H. Report of Inspection Findings

1. Report to Property Owner. The property manager will receive an inspection result statement via email within two business days of the inspection along with the timeframes and procedures for any required corrections.
2. Report to Tenant. Upon leaving an inspection, the Inspector will leave a card noting that an inspection was conducted; the Inspector's name, phone number, and email address; and indicate if any follow-up corrections and inspections will be required (generally). The tenant may contact the inspector after two business days to obtain a copy of the same inspection result statement that is provided to the property manager.

#### H.I. Follow-Up Inspections

1. Types of corrections requiring follow-up inspections
  - i. Timeframes for follow-up or reinspection
    - (1) 60 days – most violations
    - (2) 7 days – smoke/CO detectors, water heater repair
    - (3) 1 day – no heat, no water or make arrangements for the tenant to stay in a hotel.
2. Corrections requiring building permits/inspections – if a building inspector is required to finalize a permit for a new water heater, plumbing, deck repair, etc., that will constitute the reinspection upon passing the building inspection.
3. Follow-up photos or videos. The Rental Inspector may offer the submission of a photo or video showing the violation being corrected in lieu of an inspection at the discretion of the Inspector based on the needed correction. Should the photo not provide adequate information showing the violation corrected, the Rental Inspector may schedule a follow-up inspection.
4. Follow-up documentation. The Rental Inspector may accept a receipt or report of a plumber, pest control, exterminator, arborist, or the like stating the work that was conducted and the address for corrections where building permits are not required in lieu of a follow-up inspection.
5. Reinspection Fees – the first inspection and the first re-inspection (follow-up) are included in the rental license fee. Additional re-inspections are subject to the fee set forth in the annual fee schedule.
6. Violation fines – failure to correct any issue within four re-inspections or 90 days shall be subject to administrative fines or citations per the procedures set forth in Chapter 2.

#### H.J. License Suspension and Revocation – per City Code Chapter 26.



The following list includes common code deficiencies cited during property maintenance inspections. This list is for example purposes only. It is not intended nor shall it be considered a complete set of requirements. This checklist is a helpful tool for you to prepare ahead of inspection.

## INTERIOR EVALUATION

### Walls and Ceilings

- In good repair
- Free from holes
- Free from water damage

### Floors

- In good repair
- No holes
- No trip hazards (i.e. torn carpet)
- Structurally sound

### Sleeping Rooms

- Proper egress or door open to the outside required
- Floor space shall be no less than 70 square feet with a seven-foot (7') minimum width
- Proper light and ventilation
- Operable smoke detectors (10 years old or less)

### Hallway/Landing

- Clear pathway
- Handrails/guardrails securely attached
- Continuous guardrails required on open sides of landings/stairways 30" or more above grade
- Grippable handrails
- Floor covering should be intact and secured to floor
- Locate a smoke detector within close proximity to sleeping rooms
- All smoke detectors shall be installed per the manufacturer's installation instructions and its listing. Hard-wired smoke detectors shall be wired to a proper unswitched circuit. Must be 10 years old or less.
- Carbon monoxide detector required outside of bedrooms within ten-foot (10') of doors

### Doors

- Secure
- Fits frame
- Weather-tight and rodent-proof
- Proper hardware

### Windows

- No broken/cracked glass
- Can be easily opened
- Capable of being held in position by window hardware
- Windows that open, must have screens in good repair
- Weather-tight
- Window frame must be free of cracked, chipped, peeling, chalking, or flaking paint and caulk and biological growth

### Fire Protection

- Storage of paint, paper, boxes, rags or other combustible/flammable material not allowed within 10-feet (10') of gas fire appliances (furnaces, water heaters, etc.)
- Path of egress shall not be blocked by debris, storage, trash, snow, ice or other obstruction
- All stairways require continuous, grippable handrails
- Buildings with three (3) or more units require fire extinguishers
- All smoke detectors shall be installed to requirements with working batteries and functional connections (must be 10 years old or less).
- Locate at least one smoke detector on each level, not including crawl spaces and uninhabitable attics.

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## INTERIOR EVALUATION

### Occupancy

- Occupied sleeping rooms must have proper egress window or door opening to the outdoors.
- Cellars/crawlspace shall not be used as habitable space.
- Basements must meet all permit construction requirements for light, ventilation, egress, etc. prior to being used as habitable space.
- Adequate hot and cold running water must be provided to all sinks and tubs.
- All household drains must connect to a sanitary sewer.
- Waste lines must be properly installed, "S" traps not allowed, and no flexible style waste lines.
- Hand-held showers must have backflow prevention or shorten the line to one and one half inches (1.5") above the spill line.
- No leaking faucets or pipes.
- Unused gas lines must be capped.
- All pipes must be free from defects and obstruction and properly secure and supported.

### Kitchen

- Hot (110 degrees) and cold running water
- Kitchen sink must be properly connected to sanitary sewer
- Kitchen must NOT be used for sleeping purposes
- No dripping faucets
- Drains must function properly, free of obstructions
- Cabinets must be in good repair
- Supplied or provided appliances must be in good working condition
- Gas appliances must be connected properly with approved fittings/connectors

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## INTERIOR EVALUATION

### Bathroom

- A tub or shower properly installed, maintained and in good repair with caulking intact
- A washbasin properly installed, maintained and in good repair with caulking intact.
- Properly installed toilet with all components intact and properly secured, maintained and functioning, sealed at base
- Faucets must have a minimum one-inch (1") gap above the spill line
- Bathroom cabinets must be in good repair
- No leaking faucets
- Water-impervious flooring
- Either an openable window or mechanical venting is required
- Hot and cold running water required to each fixture

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## ELECTRICAL, MECHANICAL & PLUMBING

### Electrical

- Adequate service and outlets
- Properly installed service panel
- Fixtures must be intact and properly functioning.
- Extension cords cannot be used in lieu of permanent wiring.
- Cover plates are required on all outlets, switches, and junction boxes.
- All wiring must be intact and properly maintained.

### Mechanical

- Heating appliance must be properly installed and maintained.
- Temporary heating devices shall not be used as the primary source of heat.
- Fuel-burning appliances must be connected to an approved chimney, flue, or vent.
- You may be required to provide service records of any heating system.

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## ELECTRICAL, MECHANICAL & PLUMBING

### Plumbing

- Faucets must be a minimum 1 inch (1") above spill lines on all fixtures.
- All plumbing must be installed and maintained to code.
- Gas flex connectors must be Underwriters Laboratory (UL) listed and approved.

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## EXTERIOR EVALUATION

### Windows and Doors

- Bug and rodent proof
- Weather-tight
- Working hardware
- Free of defects – no torn/ripped screens

### Paint

- Wood surface weather protected
- NO peeling, chipping, caulking, flaking or other deteriorated paint

### Walls – Exterior

- Soffit and fascia in good repair
- House numbers in front  
(visible from public way)
- Siding is weather tight and intact

### Foundation

- Structurally sound
- Free of holes or gaps
- Proper grading

### Roof

- Free of leaks
- Structurally sound
- No loose or missing shingles

### Gutters and Downspouts *(pertains to existing)*

- Good condition
- Properly attached and drain water away from structure

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## EXTERIOR EVALUATION

### Chimney

- Tuckpointing/mortar in good repair
- Flue liner in good repair

### Porch/Decks

- Good repair
- Guard railings required if over 30-inches (30") above grade

### Yard

- No junk and debris in the yard
- Grass kept to standard length
- Free from pet waste

### Driveway

- Vehicles properly licensed and operable
- Vehicles parked on improved surfaces
- Driveway free from debris and maintained

**504B.211 RESIDENTIAL TENANT'S RIGHT TO PRIVACY.**

Subdivision 1. **Definitions.** For purposes of this section, "landlord" has the meaning defined in section 504B.001, subdivision 7, and also includes the landlord's agent or other person acting under the landlord's direction and control.

Subd. 2. **Entry by landlord.** Except as provided in subdivision 4, a landlord may enter the premises rented by a residential tenant only for a reasonable business purpose and after making a good faith effort to give the residential tenant reasonable notice under the circumstances of not less than 24 hours in advance of the intent to enter. A residential tenant may permit a landlord to enter the rented premises with less than 24 hours notice if desired. The notice must specify a time or anticipated window of time of entry and the landlord may only enter between the hours of 8:00 a.m. and 8:00 p.m. unless the landlord and tenant agree to an earlier or later time. A residential tenant may not waive and the landlord may not require the residential tenant to waive the residential tenant's right to prior notice of entry under this section as a condition of entering into or maintaining the lease.

Subd. 3. **Reasonable purpose.** For purposes of subdivision 2, a reasonable business purpose includes, but is not limited to:

(1) showing the unit to prospective residential tenants during the notice period before the lease terminates or after the current residential tenant has given notice to move to the landlord or the landlord's agent;

(2) showing the unit to a prospective buyer or to an insurance representative;

(3) performing maintenance work;

(4) allowing inspections by state, county, or city officials charged in the enforcement of health, housing, building, fire prevention, or housing maintenance codes;

(5) the residential tenant is causing a disturbance within the unit;

(6) the landlord has a reasonable belief that the residential tenant is violating the lease within the residential tenant's unit;

(7) prearranged housekeeping work in senior housing where 80 percent or more of the residential tenants are age 55 or older;

(8) the landlord has a reasonable belief that the unit is being occupied by an individual without a legal right to occupy it; or

(9) the residential tenant has vacated the unit.

Subd. 4. **Exception to notice requirement.** Notwithstanding subdivision 2, a landlord may enter the premises rented by a residential tenant to inspect or take appropriate action without prior notice to the residential tenant if the landlord reasonably suspects that:

(1) immediate entry is necessary to prevent injury to persons or property because of conditions relating to maintenance, building security, or law enforcement;

(2) immediate entry is necessary to determine a residential tenant's safety; or

(3) immediate entry is necessary in order to comply with local ordinances regarding unlawful activity occurring within the residential tenant's premises.

Subd. 5. **Entry without residential tenant's presence.** If the landlord enters when the residential tenant is not present and prior notice has not been given, the landlord shall disclose the entry by placing a written disclosure of the entry in a conspicuous place in the premises.

Subd. 6. **Penalty.** If a landlord violates this section, the residential tenant is entitled to a penalty which may include a rent reduction up to full rescission of the lease, recovery of any damage deposit less any amount retained under section 504B.178, and up to a \$500 civil penalty for each violation and reasonable attorney fees. A residential tenant may follow the procedures in sections 504B.381, 504B.385, and 504B.395 to 504B.471 to enforce the provisions of this section. A violation of this section by the landlord is a violation of section 504B.161.

Subd. 7. **Exemption.** This section does not apply to residential tenants and landlords of manufactured home parks as defined in section 327C.015.

**History:** 1999 c 199 art 1 s 23; 2020 c 83 art 1 s 84; 2022 c 55 art 2 s 3; 2023 c 52 art 19 s 87,88



7550 Sunwood Drive NW  
Ramsey, MN 55303  
www.cityoframsey.com

Date: \_\_\_\_\_

Dear Resident,

Today, the City of Ramsey's Rental Housing Inspector and the property manager/owner inspected your dwelling. This inspection ensures your dwelling meets the minimum safety and sanitation standards inside and out, following Chapter 26 of the Ramsey City Code - Article XIV-Rental Residential Dwelling Units and Minnesota Statutes §504B.211. Repairs to the dwelling will be made by the property manager/owner.

The checked box below summarizes the inspection:

- The dwelling unit passed the inspection and meets minimum standards. The property manager/owner needs no corrective action.
- The dwelling had minor items that needed repairs, which will be coordinated with the property manager/owner and you. No follow-up inspection by the City is needed.
- The dwelling had items that needed repairs, and the property manager/owner will work with you to schedule them and a follow-up inspection by the City.

You have the right to obtain the inspection report, which will be available within two business days after the inspection date. Please contact the City's Rental Housing Inspector to request a copy or if you have any questions, concerns, or feedback.

Sincerely,

Rental Housing Inspector  
rentallicensing@cityoframsey.com | 763-433-9892

**CC Work Session**

**Meeting Date:** 12/10/2024

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

**Information**

**Title:**

Review Future Topics/Calendar

**Purpose/Background:**

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

**Recommendation:**

For Council review - no formal action necessary.

**Outcome/Action:**

For Council review.

**Attachments**

Future Topics List

**Form Review**

**Inbox**

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 12/03/2024

**Reviewed By**

Brian Hagen

**Date**

12/03/2024 09:12 AM

Started On: 12/02/2024 02:34 PM

Row #		<u><i>Tentative City Council Future Work Session Topics</i></u>	
	Proposed Date	Topic	Minutes (Estimate)
	<b>2024</b>		
	TBD	Subdivision Code	
	TBD	Hwy 10 Pedestrian Overpass	
	TBD	City Facility Safety Improvements	
	TBD	Review procedure/policy/best practice for introduction of resolutions/proclamations – Staff	20
	TBD	Discuss Council and B/C Remote Meetings Policy - Staff	15